

# Rules of conduct

Our hospital developed these rules so you'll understand what's generally expected of you and what types of conduct are prohibited. These rules illustrate examples of misconduct but aren't intended to be all-inclusive. Misconduct will subject an employee to disciplinary action. Discipline ranges from verbal warnings to immediate discharge. A combination of work-rule violations will be dealt with according to the circumstances of each case. If circumstances arise that aren't specifically covered by these rules, our hospital may take appropriate action. In general, our hospital has broken down disciplinary matters into three levels of seriousness. However, these levels are only guidelines to discipline; our hospital reserves the right to impose any discipline, up to and including discharge, in the event of any misconduct.

## Level A

These are the least serious offenses; violations will normally result in progressive discipline. Discipline will begin with a verbal warning and proceed through written notices, uncompensated time off, and, if there isn't substantial improvement, discharge.

- Creating or contributing to unsanitary conditions or failure to practice good housekeeping in your work area
- Failure to immediately report accidents or injuries
- Failure to punch in on your time card at the start or end of each workday
- Horseplay, disruptions, or unnecessary boisterous conduct
- Wasting time, loitering, loafing, or otherwise not doing your job during work hours
- Posting, removing, or defacing notices or announcements in any way from bulletin boards on company property
- Unauthorized use or abuse of company telephones or equipment
- Smoking in the building or on clinic property
- Careless workmanship or failure to perform the requirements of the job to standard
- Use of offensive, obscene, or abusive language
- Wearing offensive or improper attire
- Failure to be ready to work at the start of the day, or failure to work up to the designated quit times

## Level B

These are serious offenses; violations may result in suspension with several uncompensated days off or discharge.

- Leaving assigned work area or building without supervisor's permission
- Making intentionally false or malicious statements concerning another employee, a supervisor, the company, or a client
- Deliberately restricting or limiting production or influencing others to do so
- Insubordination or disrespectful conduct towards co-workers, supervisors, or clients
- Use of threatening or offensive language with any employee, supervisor, or client
- Unethical conduct
- Engaging in any employment or other activity that conflicts in any way with the interests of the company or with the employee's responsibilities to the company

## Level C

These are the most serious offenses; any violation will almost certainly result in immediate discharge.

- Deliberately punching in another employee's time card, or having one's time card punched in by another employee
- Attempted or actual theft of any kind; taking any property from the building without authorization
- Conviction, while employed, of any felony that is injurious to the company or its reputation
- Possession, use, or distribution of intoxicating beverages or illegal drugs on company property or while engaged in company business
- Fighting or committing any act of violence
- Operating any equipment while impaired or under the influence of alcohol or illegal drugs