



POLICY TYPE:

Corporate

Divisional

EFFECTIVE DATE:

5/12/14

INITIAL APPROVAL DATE:

May 12, 2014

NEXT REVIEW DATE:

May 2017

POLICY NUMBER:

5526

REVISION APPROVAL DATE: 5/14, 11/14, 4/15, 4/16

APPLIES TO PRODUCT TYPE:

Medi-Cal CMC

PAGE:

1 of 2

POLICY APPLIES TO:

All Divisions and Departments

CLASSIFICATION SERIES:

Compliance

SUBJECT:

Employee Professional Conduct Policy

Policy:

Community Health Group expects professional conduct from all employees at all times. Although the following list of expectations is not all-inclusive and does not alter the at-will nature of the employment relationship, these expectations are set forth to guide employees as to the expected conduct and behavior. An infraction or violation of any one of the following may result in corrective action up to and including termination from employment.

1. Employees are expected to hold confidential the company's confidential, proprietary and privileged information such as personnel (except for protected employee conduct under the National Labor Relations Act and financial information, member and provider data, computer information, and work processes and plans.
2. Employees may only remove company property, including equipment and data from the premises upon the written authorization of management.
3. Employees are expected to use company equipment, vehicles, tools, property and other resources only in the performance of Company-related work or endeavors.
4. Employees shall not gamble on company property or company time.
5. Employees may not manufacture, distribute, possess or use, or attempt to manufacture, distributes, possess or use, alcohol or controlled substances without a prescription on company property or business.
6. Employees are expected to comply with any and all reasonable directives of any supervisor and to perform the duties and functions of their position in a competent and responsible manner.
7. Employees are expected to help create and maintain a harmonious, efficient and effective work environment by taking individual responsibility for their conduct and performance, by addressing concerns promptly and appropriately with the involved individual(s) and by seeking assistance from internal resources when interpersonal relationship issues have not been resolved by the individuals involved.
8. Employees are expected to be honest in all company-related matters, cooperate in any inquiry or investigation, accurately perform their work and accurately record their work time.
9. Employees are expected to comply with all applicable laws, regulations, and company policies.
10. Employees must not bring knives, explosives, guns or other weapons on company premises or have them in their possession while working or representing the company off premises.
11. Employees are expected to conduct themselves safely and lawfully while on company premises or while performing business on behalf of the company.
12. Employees may not coerce, harass, intimidate, threaten, provoke or conduct themselves in an abusive manner towards anyone while on Company premises or business.



- 13. Employees may not engage in physical or verbal altercations, horseplay or practical jokes, which may endanger the wellbeing of others or threaten to interfere with the company operations.
- 14. Employees are expected to treat company property, resources and its good name with care and protection.
- 15. Employees are expected to use good judgment in carrying out their responsibilities.
- 16. Employees may not use personal earphones, headphones, cell phones or any other device, which may distract them from concentration on their work during working time.

Purpose:

To ensure safe, efficient and harmonious operations.

Procedure:

- 1. Employees shall adhere to the expectations set forth above.
- 2. Supervisors shall consult with the Human Resources Department and take appropriate corrective action, up to an including termination of employment, when employees fail to meet the expectations set forth above.

Access Privileges: All _____

Regulatory:

NCQA:

Attachments: None

Policy Status: Signed (Signature on File) Active Draft Policy in Development

Approved By: Signature: _____

Department Head: _____ Chief Compliance & Regulatory Affairs Officer

Date: _____

Signature: _____

Division Chief: _____ Chief Executive Officer

Date: _____