

EMPLOYEE CODE OF ETHICS/CONDUCT

Elite Care Management strives to provide the highest quality of care, confidentiality and security to our clients in compliance with all applicable Illinois Dept. of Public Health and other regulations. Employees are required to adhere to the Company's Code of Ethics/Conduct and to report violations to the following code to your Supervisor.

Elite Care Management's employees will not:

- Provide services to a client that are not in the scope of their practice as either a Home Health Aide, Home Services Worker, LPN, or RN
- Discuss his/her own or other's personal problems, religious or political beliefs with the client
- Use the client's telephone to make or receive personal calls
- Bring any person, other than another authorized Elite Care Management employee to the client's home
- Disclose to any other such person, personal information regarding the client without the client's consent
- Breach the client's right to privacy and confidentiality of information and records
- Consume alcoholic beverages in the client's home or during working hours
- Use drugs for any purpose, other than those medically necessary, at any time
- Smoke in the client's home
- Purchase any item from the client, even at fair market value
- Assume control of the financial or personal affairs of the client or client's estate including power of attorney, conservator or guardianship
- Reside with the client in either the client's or their own home, unless assigned to do so
- Use the client's automobile for any reason, without prior written agreement from the client and by your Supervisor
- Commit any act of physical, sexual, or financial abuse, molestation, neglect or exploitation
- Take or use client's or company's property for personal use
- Accept more than a token gift from the client/family

Employees/staff agree to report the following to their supervisor promptly to promote quality of care and the safety of clients/patients, and staff:

- 1) All falls, infections, adverse events, unusual occurrences, near miss or close call medication errors, significant changes in client/patient conditions;
- 2) Any issues of non-compliance and safety risks and barriers to safety facing clients and staff; and
- 3) Any signs/symptoms of neglect or physical/sexual or financial abuse or molestation.
- 4) Failure to comply with the Company's Code of Ethics, including not reporting the violations or concerns of non-compliance will be subject the employee to disciplinary actions up to and including termination.

The Company has a "Zero Tolerance Policy" of any act of physical, sexual, or financial abuse, molestation, or exploitation of a client/patient with the consequence being immediate termination.

I have been instructed on compliance with the Illinois Nurse Practice Act, Agency Policies, and proper documentation and agree to submit accurate/legible documentation timely. I agree to comply with Agency policies and provide services in accordance with applicable regulations. I agree to submit personnel and in- service/CEU documentation timely. If you have any questions or concerns related to the above, discuss them with your supervisor.

Employee Signature: _____ Date: ____/____/201__