

ROME MEMORIAL HOSPITAL		
TITLE: Standards of Conduct	POLICY NUMBER: CC-011	
ISSUE DATE: 02/1999	LAST REVISION DATE: 06/2018	LAST REVIEW DATE: 06/2018

PURPOSE:

Rome Memorial Hospital (RMH) has adopted Standards of Conduct to provide clear guidelines by which the medical/professional staff, Board members, executives/officers, contract workers, students, volunteers and all other employees will carry out daily activities to meet appropriate ethical and legal standards that ensure compliance with applicable laws and regulations.

POLICY:

Rome Memorial Hospital (RMH) will conduct all of its affairs in accordance with the following general principles:

- (1) Ensure all activities conducted by or on behalf of RMH are in compliance with all applicable laws;
- (2) In furtherance of RMH's commitment to business ethics and integrity, represent RMH accurately and honestly and not engage in any activity or scheme intended to defraud anyone of money, property or honest services;
- (3) Maintain the confidentiality of patient and other confidential information in accordance with applicable legal and ethical standards;
- (4) Transact all business with vendors, contractors, and other third parties free from offers or solicitations of gifts and favors or other improper inducements in exchange for influence or assistance in a transaction;
- (5) Preserve and protect RMH's assets by making prudent and effective use of RMH resources and properly and accurately reporting its financial condition; and,
- (6) As a representative of RMH, protect the Hospital's image by maintaining professionalism going to/from work.
- (7) Strive to fulfill the Hospitals mission of providing quality healthcare with compassion while adhering to its values of accountability, respect, integrity, innovation and excellence.

STANDARDS:

1. Ethical Business Practices - Employees are responsible for abiding by the principles and standards set forth herein and for conducting the business and affairs of RMH in a manner consistent with these general Standards of Conduct.
2. Failure to abide by these Standards of Conduct or any related polices will lead to disciplinary action, up to and including immediate termination.
3. Nothing in these Standards of Conduct or in any related policies or procedure is to be construed as granting or providing any additional employment or contractual rights to employees or other persons.

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4. The fact that a specific law is not addressed by a separate policy does not mean that employees are not required to comply with that specific law. Every employee is responsible for following applicable laws relating to their area of responsibility and for adhering to the organization's Standards of Conduct standards.
5. All employees or agents of RMH or any of its affiliates are without the authority to engage in conduct that does not comply with these Standards or to authorize, direct, approve or condone such conduct by any other person acting by or on behalf of RMH.
6. Employees must not only obey the law but should also recognize that all activities should be undertaken based on the assumption that such acts may, at some future time, be subject to governmental or judicial review. No matter how innocent in fact a particular act may be, if it is one that can lead others to believe that a violation may have occurred; an investigation or other legal action may result. Thus, it is the responsibility of each employee to avoid even the appearance of impropriety.
7. Employees must act as “good neighbors” and not trespass on others property, not leave litter on their property when going to/from work or while off campus during his/her shift.
8. Employees must utilize candor and honesty in the performance of their responsibilities. No employee shall make false or misleading statements in carrying out their job duties.

Policy Originator: Compliance Committee
Policy Collaborator(s): None