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### **Standards of Conduct and Work Rules**

Affiliated Physicians has instituted rules and procedures to maintain an efficient and pleasant work environment. You are responsible for observing these rules and procedures at all times. Affiliated Physicians does not tolerate and prohibits wrongful, illegal, unethical or harmful behavior from its employees or any person that interacts with Affiliated Physicians. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of unacceptable conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Pilfering of Affiliated Physicians' property for personal gain
- Intentional destruction of Affiliated Physicians' property
- Improper use or expenditure of Affiliated Physicians' resources including, but not limited to, utilizing Affiliated Physicians' personnel for projects, tasks or work outside the scope of Affiliated Physicians' business; using Affiliated Physicians' computer, internet and telephone resources and privileges for personal or financial gain; or using your association with Affiliated Physicians' for personal or financial gain
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment (excluding permitted handling of alcohol for authorized ceremonies and celebrations)
- Fighting or threatening violence in the workplace
- Obscene conduct
- Negligence or improper conduct leading to harm to others or to damage of employer-owned property
- Insubordination (including refusal or failure to follow your supervisor's lawful directives)
- Violation of safety or health rules
- Smoking in prohibited areas
- Violation of Affiliated Physicians' Anti-Discrimination and Harassment policies
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or while at work outside the workplace
- Excessive absenteeism, lateness or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of proprietary and confidential business information

- Engaging in criminal conduct on Affiliated Physicians' property or while conducting Affiliated Physicians' business
- Sleeping on the job
- Unsatisfactory performance or conduct
- Any violation of a policy set forth hereafter

Your employment with the company is "at-will" and not for any specific duration, meaning that either you or the company may terminate your employment at any time and for any reason, with or without cause. Although your job duties, title, compensation and benefits, as well as the companies personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed by an express written agreement signed by you and a duly authorized officer of the company. This policy does not affect an employee's at-will status.

As an Affiliated Physicians employee you are expected to conduct your personal life to avoid unfavorable reflection upon Affiliated Physicians. This is particularly important to remember if you participate in any electronic forum, for example, a social media site such as Facebook or Twitter or a chat room or blog. You can blog about your personal interests and hobbies, but be mindful of Affiliated Physicians' policy. You should never publish any confidential or proprietary company information. As a general rule, your communications in these forums should not be presented as the views of Affiliated Physicians without the express written consent of Human Resources. The foregoing does not apply to, effect, or limit employees' ability to discuss personal employment information (e.g., their wage rates, benefit levels, safety concerns, etc.) with whomever they desire.

### **Warning Reports**

We want every employee to contribute and grow while at Affiliated Physicians. When an employee's actions or inactions detract from the success of Affiliated Physicians or its employees, associates, clients, customers; management may invoke disciplinary measures. Whether or not disciplinary measures are invoked is at the discretion of management. Likewise, the type or degree of discipline imposed for any given circumstance is at the discretion of management.

That being said, when appropriate, one of the disciplinary measures utilized by Affiliated Physicians is a "warning report." Warning reports are generally utilized to identify work-related problems and attempt to correct them. When a problem comes to the attention of your supervisor, the two of you will discuss the issue. If the problem continues without satisfactory progress, the next step is a written notice and a problem-solving discussion. The notice does not have to be signed by the employee. If the problem continues, the employee may be suspended without pay, or terminated. All warnings are retained in the employee's personnel file.

### **Progressive Discipline**

Nothing in this policy is intended to suggest or imply that Affiliated Physicians will adhere to a progressive discipline policy. There are no guarantees that these steps will identify and correct every problem, or that all steps can be followed in every case. The company reserves the right to depart from these general procedures whenever in its discretion, such departure is warranted.

The following progressive discipline steps are guidelines, and any steps in this process may be skipped based on the severity of the incident.

1. **Verbal Warning.** Verbal warnings are used to document the initial step in the formal behavioral correction procedures and should be the first conversation regarding issues with performance or behavior. The conversation should be documented and sent to Human Resources.
2. **Written Warning.** Written warning are used to document the second conversation related to the same behavior or performance issue. The employee's manager should complete the Disciplinary Action Form. The employee may add their statement to the form in an attachment. Written Warnings may be used for an initial offense based on the severity of the incident, at the manager's discretion. The Disciplinary Action Form, as well as the employee statement, should be sent to Human Resources.
3. **Additional Written Warnings.** Additional written warnings, up to and including a **Final Written Warning**, are used when an employee has failed to respond to prior warnings and have not corrected their performance or behavior. The employee's manager should complete the Disciplinary Action Form. The employee may add their statement to the form in an attachment. A Final Written Warning may be used for an initial offense based on the severity of the incident, at the manager's discretion. The Disciplinary Action Form, as well as the employee statement, should be sent to Human Resources. Depending upon the severity of the incident, a Final Written Warning may accompany a termination of employment or act as the last step before termination.

### **Competency Opportunity**

All staff members will be given the opportunity to correct and/or improve standard of conduct, unless in situations when client and/or AP leadership members deem it necessary for immediate dismissal.

Each situation, whether clinical or staffing related, will be looked at on an individualized basis without prejudice or discrimination.

In most cases, remediation and/or correction plan will be enforced. However, leadership teams always have the right to immediately terminate a staff member based on the seriousness of incident.

## Disciplinary Action Form

Employee Name:	Date of Warning:
Supervisor Name:	Department:

### Type of Violation:

<input type="radio"/> Attendance	<input type="radio"/> Carelessness	<input type="radio"/> Disobedience
<input type="radio"/> Safety	<input type="radio"/> Tardiness	<input type="radio"/> Work Quality
<input type="radio"/> Other - Explain		

### Warning Information:

Violation Date:	Violation Time:
Violation Location:	

### Incident Details:

Please use the below to describe in copious detail the actions that occurred that lead to disciplinary action.


### Witness Statements:

Please use the below to list any witnesses to the above incident. Include their involvement, observations, and any statements they would like to make.


### Corrective Actions:

Please use the below to describe in copious detail and corrective and/or disciplinary actions that have been or will be taken.


### Employee Statement:

Please attach any statements the employee wishes to make on their behalf to this form.

Supervisor Signature:	Date:
Human Resources Signature:	Date:

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<sup>ii</sup> Last reviewed – 06.09.21

<sup>iii</sup> Approved Date – 06.09.21