

Worldwide Travel Staffing Employee Code of Conduct for Larned State Hospital

To ensure orderly operations and provide the best possible work environment, Larned State Hospital expects Worldwide employees to follow the rules of conduct that will protect the interests and safety of all employees and clients.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. However, the following are examples of infractions of rules of conduct that will result in termination of employment with cause:

- No phones are allowed in orientation. If you are caught on a cell phone you will be immediately terminated. There are no exceptions.
- Being disrespectful to instructors while in training.
- Being disrespectful to co-workers and management.
- Inappropriate and/or unauthorized contact to unit leaders, D.O.N. and Superintendent.
- Refusing to leave campus at the completion of your shift.
- Repeatedly failing to clock out for your lunch break and at the end of your shift.
- Taking extended lunch breaks.
- Working beyond 16-hours in a single shift.

Attendance and Punctuality

To maintain a safe and productive work environment, Larned State Hospital expects employees to be reliable and punctual in reporting for scheduled shifts. Absenteeism and tardiness place a burden on other employees and on the hospital staff. Poor attendance and tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

In the rare instances when employees cannot avoid being late to work or are unable to report as scheduled due to an emergency, please notify your units leader and Kevin Peters with Worldwide at 716-316-2941 as soon as possible in advance of the anticipated tardiness or absence.

Orientation and Training

Facility specific orientation and training will be conducted onsite according to Larned State Hospital policies and procedures. Cell phone usage during orientation is strictly prohibited and grounds for immediate termination with cause for misconduct. Please be sure to leave your cell phone locked in your vehicle. Please remember to lock your vehicle. If family members need to be able to contact you, the Staff Development telephone number will be provided to you.

I hereby agree to adhere to the above code of conduct.

Employee Signature

Date