

## **Worldwide Travel Staffing Employee Conduct and Work Rules for Roswell Park Cancer Institute**

**To ensure orderly operations and provide the best possible work environment, Roswell expects Worldwide employees to follow the rules of conduct that will protect the interests and safety of all employees and client hospitals.**

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

- Theft or inappropriate removal of possession or property;
- Falsification of timekeeping records; 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;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace; Excessive absenteeism or any absence without notice;
- Unauthorized absence from work station during the workday;
- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct

### **Drug and Alcohol Use**

It is Roswell and Worldwide's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Roswell and Worldwide premises, and while conducting business-related activities off Roswell and Worldwide premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in rehabilitation or treatment program. Unpaid leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Roswell policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Roswell any undue hardship. Employees may be directed to submit to a drug test at any time, with or without cause. Refusal to do so will result in immediate termination with cause.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Worldwide of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns to the Worldwide's Clinical Director, Leo Blatz, R.N., M.S.N., without fear of reprisal.

### **Attendance and Punctuality**

To maintain a safe and productive work environment, Roswell expects employees to be reliable and punctual in reporting for scheduled work. 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 work as scheduled, they should notify their supervisor and Worldwide's Clinical Director, Leo Blatz, R.N., M.S.N., as soon as possible in advance of the anticipated tardiness or absence.

### **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Roswell and Worldwide present to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Consult your supervisor if you have questions as to what constitutes appropriate attire.

### **Client Confidentiality**

All information concerning Roswell and Worldwide operations is to be kept confidential. Employees are not permitted to discuss with individuals outside the company, including family members, any diagnosis or treatment of any patient of Roswell at any time (before, during or after an assignment). Any such information you have is confidential and must remain so.

## **HIPAA Awareness**

The Health Insurance Portability and Accounting Act of 1996 ("HIPAA) requires "covered entities" to protect the privacy of health information. Roswell and Worldwide's administrative responsibilities include the training of employees in HIPA requirements.

Worldwide understands that medical information about you and your health is personal and must be treated confidentially. We are committed to protecting medical information provided under any benefit plans sponsored by Worldwide. We will take reasonable precautions to protect such information from inappropriate disclosure. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

## **Patient Care Policies**

Under general hospital supervision and following hospital policy and procedure, Worldwide staff shall:

- Provide professional appropriate nursing care to patients;
- Assess patient care needs, plan and implement nursing care procedures, evaluate patient progress and modify care plan as necessary;
- Provide teaching to patients and their families;
- Direct the work of nursing support staff through the use of appropriate delegation and supervision skills;

No reprisal action shall be taken against any Worldwide employee who reports instances of patient rights violations or patient abuse, neglect, or exploitation to the appropriate authorities.

## **Orientation and Training**

Facility specific orientation and training will be conducted onsite according to Roswell policies and procedures. Worldwide employees will be oriented in the assigned department according to their proposed scope of practice. Any additional orientation required will be developed and conducted by Roswell's Preceptor. When Roswell protocols require orientation materials to be provided prior to your first day, Worldwide will forward the appropriate documentation for review.

## **Smoking**

In keeping with Roswell and Worldwide's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace unless there is a designated smoking area. This policy applies equally to all employees, customers, and visitors.

## **Meal Periods**

Meal periods are provided according to Roswell's policy and procedures manual.

## **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be offered overtime. All overtime work must receive a supervisor's authorization. Overtime will be paid according to state and federal laws.

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

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Employee Signature

Date

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Employee name (please print)