



HOME BASED HEALTH CARING HANDS

CODE OF ETHICS BASICS

1. My job is important. Clients and co-workers rely on me. I will not let them down.
2. I do not violate any laws for any reason.
3. I will report any wrongdoings i know about to my supervisor or the coporate compliance officer immediately.
4. I do not cheat, steal or lie.
5. I treat my clients, other employees and those in my community with respect and kindness.
6. I keep things confidential. I do not talk about clients unless in a private place.
7. I do not gossip.
8. I protect caring hands supplies and equipment and only use them for my job.
9. I protect my client's information. I do not leave it in an unlocked vehicle or any other unsecure place.
10. I wear my name tag so everyone will know who i am and what i do.
11. I value and respect myself and do not take illegal drugs or come to work impaired in any way.
12. Iam positive and make myworkenvironment a fun, professional and happy place to be.
13. If i am unsure about something or have a complaint, i will go to my supervisor or the corporate compliance officer.
14. I will always keep learning & participate in all inservices and trainings.
15. I do not accept gifts or money from clients, families or vendors.
16. I do not discriminate against anyone.
17. I do not lie on any paperwork, documents or records.
18. I do not falsify any reports.
19. I am trustworthy.
20. I will do my best and follow the rules.



***What I Do, And How I Do It,
Affects Others***