

## Standards of Conduct

To ensure orderly operations and provide the best possible work environment, Physicals Plus Health & Wellness expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Each employee is expected to give loyal and efficient service to Physicals Plus Health & Wellness and its programs. All employees are expected to cooperate with their colleagues in performing work or duties assigned. The reputation of Physicals Plus Health & Wellness is exceedingly valuable and can be maintained only by the performance or duties according to the highest professional standards and applicable code of ethics.

The failure to perform duties in a professional manner may be indicative of a serious situation which requires special attention, correction, and/or disciplinary action.

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 may result in disciplinary action, up to and including termination of employment:

- Willful violation of a policy, rule, or regulation
- Being Careless or negligent
- Mistreating or abusing employees or clients, whether physically, verbally, or emotionally
- Violation of confidentiality
- Disregard or failure to carry out the instructions of upper management
- Unexcused absence from or habitual tardiness from work
- Failure to cooperate and work effectively with coworkers, management, or consumers
- Insubordination or other disrespectful conduct



- Consuming or being under the influence of alcohol or illegal substances while working
- Intoxication while working
- Falsification of any information on the employment application
- Unauthorized use of company or client finances
- Unauthorized, fraudulent, or manipulation of Physicals Plus Health & Wellness funds
- Unauthorized or fraudulent falsification or manipulation of timesheets
- Theft, inappropriate removal or possession of property or equipment
- 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 property
- Violation of safety or health rules
- 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 appropriate notice
- Unauthorized use of phones, email, or other employer owned equipment
- Unauthorized disclosure of confidential information
- Violation of any policies within the employee handbook
- Unsatisfactory performance or conduct

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Any of the previous acts or omissions by a Physicals Plus Health & Wellness employee may result in termination for cause. The President, General Manager, or Human Resources Manager may immediately terminate an employee for cause. The employee is entitled to earned wages and accrued paid personal time up to the date of termination.

**Acknowledgement of Understanding**

I have read and agree to comply with the terms of this policy. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties. I also understand that any and all company data and/or equipment in my possession must be turned over to Physicals Plus Health & Wellness at separation of employment.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_