



**Code of Conduct**

<b>Federal Regulations:</b> 418.116	<b>Effective Date:</b> August 8, 2018
<b>State Regulations:</b>	<b>Revision Date(s):</b> February 27, 2023

**PURPOSE:** To conduct business according to the highest ethical standards and in compliance with federal and state laws, and regulations.

**POLICY:** Hospice’s Code of Conduct articulates a commitment to comply with federal, state, and private insurer standards and to the ethical conduct and business practice of employees. A commitment to adhere to this Code of Conduct is expected of employees and failure to do so is grounds for dismissal. Employees, officers, governing body members, and other company agents and representatives (personnel) must act in conformity with the principles expressed in the Code of Conduct. In addition, every supervisor and manager is responsible for helping personnel understand and comply with the Code of Conduct. (See addendum for copy of Code of Conduct and Compliance Plan.)

**PROCEDURE:**

- 1) Personnel receive a copy of the Code of Conduct and Compliance Plan.
- 2) Personnel acknowledge in writing that they have received, read, understood, and abide by the Code of Conduct and Compliance Plan.
- 3) A copy of this signed statement is maintained in the personnel file.
- 4) Personnel have a responsibility to report any violation of the Code of Conduct and Compliance Plan.