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## Corporate Compliance – Standards of Conduct AD.CC70

### POLICY:

The *Standards of Conduct* of Lifesong Hospice and Palliative Care expresses a commitment to comply with Federal, State and private insurer standards and requires ethical conduct and business practices of all hospice employees, volunteers, and independent contractors.

### PROCEDURE:

1. The Board of Directors is responsible for the revision of the *Standards of Conduct* when statutes and/or regulations are modified.
2. A copy of the *Standards of Conduct* is provided to all new employees, volunteers, Board members and, when appropriate, independent contractors, with whom the hospice conducts business.
3. All employees and volunteers are required to certify that they have received, read, and understood the *Standards of Conduct* at the time of hire and if/when revisions occur. A copy of this certification is retained in the personnel file of each employee and volunteer.
4. Board members, hospice employees, volunteers and independent contractors working with Lifesong Hospice and Palliative Care are expected to adhere to the hospice's *Standards of Conduct*.
5. Board members, hospice employees, volunteers and independent contractors have a responsibility to report any conduct or business practices that do not conform to the *Standards of Conduct*.
6. A commitment to follow the hospice's *Standards of Conduct* is expected of all individuals who work for or with Lifesong Hospice and Palliative Care.

Created:	Reviewed:	Revised:	Effective:
9/18	2/19		4/2019