

Off-Duty Conduct HR.O10

Regulation(s):	None
L-Tag(s):	None

POLICY: Lifesong Hospice and Palliative Care reserves the right to investigate and take action when the off-duty conduct of an employee impacts its business or reputation.

PROCEDURE:

1. Off-duty conduct that may warrant an investigation would be of such a manner that the safety of others may be in question or would involve an illegal activity that affects the hospice.
2. Potential off-duty conduct that may result in further action includes, but is not limited to:
 - a. sexual harassment of employees;
 - b. illegal conduct that indicates the potential for violence;
 - c. illegal conduct on company property;
 - d. illegal conduct that causes the employee to be unable to perform his/her essential job functions;
 - e. disclosure of confidential information, including but not limited to protected health information;
 - f. conduct that would constitute a conflict of interest;
 - g. working a second job without written permission; and
 - h. use of illegal intoxicants.
3. If an employee feels his/her dignity or rights have not been respected in the course of a review of off-duty conduct, s/he may utilize the hospice grievance procedure or contact the Executive Director.
4. Appropriate disciplinary action may be taken for inappropriate off-duty conduct up to and including termination of employment.

Created:	Reviewed:	Revised:	Effective:
7/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed: