

Unacceptable Conduct HR.U10

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

POLICY: Lifesong Hospice and Palliative Care has defined certain behaviors and acts as intolerable and unacceptable conduct. In the event an employee or volunteer engages in any of the behaviors or actions listed below, progressive discipline may be bypassed, and the employee or volunteer may be immediately dismissed.

PROCEDURE:

1. Immediate dismissal requires the review and approval of the Executive Director and consultation with Human Resources, and may be initiated for evidence of any of the following unacceptable behaviors or actions:
 - a. gross insubordination;
 - b. any conduct considered abusive to a patient, including the unauthorized disclosure of confidential patient information;
 - c. physical violence against any employee, patient or other person on the hospice's premises, in patients' homes, or any other location where the patient resides;
 - d. being under the influence of alcohol or nonprescription drugs on the job;
 - e. unauthorized or illegal possession of alcohol, drugs or weapons on the hospice's premises, in patients' homes, or any other location where the patient resides;
 - f. stealing or destruction of hospice property or the property of patients, employees, visitors, volunteers or physicians;
 - g. conviction of a crime, the nature of which is deemed inappropriate for continued employment;
 - h. unexcused or unauthorized absenteeism for a period of three or more days;
 - i. falsification of employment records and/or any other hospice documents;
 - j. willful violation of the hospice's *Standards of Conduct*, safety rules or other policies and procedures;
 - k. refusal to carry out a reasonable request by a supervisor; and
 - l. professional, clinical or general work performance incompetence of a serious magnitude.
2. In the event that a licensed clinical employee is terminated due to any of the above actions, the Director of Clinical Operations will conduct a thorough investigation and if deemed necessary will report the employee to the proper Licensing/Certifying Board.

Created:	Reviewed:	Revised:	Effective:
8/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed: