



**CODE OF ETHICS**

1. PHS employees will not use the client's car for personal reasons.
2. Employees will not consume the client's food or beverages, nor will they eat inside the client's home without permission.
3. Employees will not use the client's telephone for personal calls.
4. Employees will not discuss political, religious beliefs, or personal problems with the client.
5. Employees will not accept gifts or financial gratuities (tips) from the client or client's representative.
6. Employees will not loan money or other items to the client and/or client representative.
7. Employees will not sell gifts, food, or other items to or for the client.
8. Employees will not purchase any items for the client unless directed in the client care plan.
9. Employees will not bring other visitors to client's home (children, friends, relatives, etc...).
10. Employees will not smoke in or around the client's home with or without permission.
11. Employees will not report to duty under the influence of alcohol or drugs.
12. Employees will not sleep in the client's house unless ordered in service care plan.
13. Employees will not remain in the client's home after services have been rendered and completed.
14. Employees will not falsify client's records/timesheets.
15. Employees must report any unusual changes or events with client during work hours.
16. Employees must not breach clients' and or primary care giver's privacy and confidentiality of information and records against HIPPA regulations.
17. Employees must not assume control of the financial or personal affairs, or both, of the client or his/her estate, including power of attorney or guardianship.
18. Employees must not be committing any act of abuse, neglect or exploitation.
19. Employees will wear, have badge visible and adhere to the dress code of appropriate scrubs for PHS.
20. Employees will attend all mandatory quarterly meetings.
21. Employees will notify the office if they are unable to report to work for their assigned schedule, at least 2 hours before the start of the shift, if it's an emergency (A written doctor's excuse will be needed to make this an excused absence). Employees will provide at least a 2weeks notice to request and schedule time off.

By signing my name below, I agree and promise that while in the employment of Pacific Health Systems, I will abide by the Code of Ethics established for Pacific Health Systems. I understand that failure to abide by the code of ethics will result in disciplinary action and may result in termination of my employment with PHS.

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**Employee Signature**

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**Date**