

# CONDUCT POLICY

Helms Home Care, LLC values each of its employees and the work they do. We expect to have a long and successful relationship with all who become part of our mission to provide skilled, caring and reliable service to clients in need. We respect the ongoing trust of our clients by providing them with the highest quality of care. For these reasons, it is important that you understand and strictly adhere to Helms Home Care, LLC's conditions of employment and standards of conduct.

1. **Standards of Conduct:** I understand that Helms Home Care expects a professional code of conduct at all times.
  - a. I will treat clients, coworkers and supervisors in a caring manner and speak to them in a respectful tone of voice.
  - b. I will refrain from the use of profanity, gossip or aggressive physical contact.
  - c. I will notify Helms Home Care immediately when unable to go to an assignment as scheduled.
  - d. I will be punctual and in attendance as scheduled, avoiding absenteeism and lateness.
  - e. I will demonstrate honesty in all actions, communications, and documentation (including time slips).
  - f. I will respect the clients' homes and property by not taking objects or money that belong to them, or accepting any money or gifts from them.
  - g. I will refuse to act as a client's financial agent or Power of Attorney relating to their financial matters or health care decisions.
  - h. I will perform all duties as assigned on the care plan in a satisfactory or more than satisfactory manner.
  - i. I will maintain a healthy work environment in each client's home, refraining from smoking or being under the influence of drugs/alcohol while on assignment.
  - j. I will abide by the rules of confidentiality at all times and not discuss clients or fellow employees with anyone outside of Helms Home Care.
  - k. I will minimize safety risks by not taking any unauthorized person (such as a child, family member or friend) to assignments.
  - l. I will follow all Helms Home Care policies and procedures.
  - m. I agree to comply with these standards and all applicable laws and regulations. I understand that if a reasonable suspicion exists that I have breached these or other standards that relate to my profession, licensure or job duties that Helms Home Care may initiate disciplinary actions or separation of employment.

## CONDUCT POLICY (continued)

2. **Release of Information:** I hereby authorize Helms Home Care, LLC to see any information from all my previous employers, references and schools and to complete a background investigation. I release all of these and Helms Home Care from any and all liability arising from their giving or receiving information about me and my suitability for employment with Helms Home Care.
3. **Competitive Selection Process:** I understand and agree that any offer of employment I may receive is contingent upon my successful completion of Helms Home Care's post-offer, pre-employment screening, and the availability of work. Helms Home Care only offers work assignments as they are available. I also understand that if there is more than one qualified candidate for a position, Helms Home Care retains sole discretion to offer employment to the applicant who it believes is most qualified for the position.
4. **Suspicion of Drug / Alcohol Use:** If hired, I understand that my employment may be terminated for suspected use or for being under the influence of drugs or alcohol at work. I agree to submit to drug/alcohol testing within the guidelines of state law.
5. **Unemployment Benefits:** If hired, I understand that my state unemployment benefits may be denied for: separation from Helms Home Care, failing to accept a suitable job; or failing to contact my supervisor at the end of each assignment to indicate that I am willing and able to accept new assignments.
6. **Release of Employment Records:** If hired, I understand that Helms Home Care, LLC is bound by law to report accurate information related to the work history of its employees to federal, state or local agencies when authorized to do so in writing.
7. **WORKING DIRECTLY FOR HELMS HOME CARE CLIENTS IS NOT PERMITTED:** If hired, I agree that in consideration of my employment with Helms Home Care, I will not, for any reason, seek or accept employment from or directly / indirectly provide services to any client of Helms Home Care to whom I have rendered services during my employment with the company and for a period of two (2) years after the separation of my employment. I further agree that if I breach the foregoing, damages or compensation will not be an adequate remedy and that Helms Home Care may implement any or all legal remedies available.
8. **At Will Employment:** If hired, I understand and agree that my employment by Helms Home Care, LLC would be "at will" and that both parties may terminate our employment relationship at any time and for any reason.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO EACH OF THE PRECEDING PARAGRAPHS AND THAT NO PROMISES REGARDING EMPLOYMENT HAVE BEEN MADE TO ME. I UNDERSTAND THAT NO SUCH PROMISE OR GUARANTEE IS BINDING UPON HELMS HOME CARE, LLC UNLESS MADE IN WRITING.

*By signing below, I verify that all information provided about my background, education, licensure, employment history, and skills is complete and correct. I authorize Helms Home Care, LLC to verify this information and understand that any offer of employment may be withdrawn or terminated if discrepancies are found.*

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_