

CONDUCT POLICY

Helms Home Care 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's conditions of employment and Standards of Conduct.

1. **Standards of Conduct:** I understand that Helms Home Care expects professional conduct:
 - a. I will treat clients, colleagues and Agency vendors/agents in a kind manner and communicate with them respectfully, both verbally and written.
 - b. I will respond to communications/inquiries from the Agency regarding client care, scheduling, and assignment needs as promptly as possible.
 - c. I will demonstrate honesty and accuracy in all actions, communications and documentation, including dates/times of service, clinical recordings, travel/mileage, etc.
 - d. I will notify the Agency immediately when unable to go/arrive to an assignment as scheduled.
 - e. I will be punctual and in attendance as scheduled, avoiding absenteeism and lateness.
 - f. I will perform all duties as assigned on the care plan in a satisfactory or more than satisfactory manner.
 - g. I will refrain from the use of profanity, gossip or inappropriate physical contact.
 - h. 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.
 - i. 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.
 - j. I will refuse to act as a client's financial agent or Power of Attorney relating to their financial matters or health care decisions.
 - k. I will always abide by the rules of confidentiality and not discuss clients or fellow employees with anyone outside of Helms Home Care.
 - l. I will minimize safety risks by not taking any unauthorized person (such as a child, family member or friend) to assignments.
 - m. I will follow all Helms Home Care policies and procedures.
 - n. I agree to comply with these standards of conduct 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, separation of employment, and/or reports to the Board of Nursing.

CONDUCT POLICY (continued)

2. **Release of Information:** I hereby authorize Helms Home Care to see information from my previous employers, references and schools and to complete a background investigation. I release all of these and Helms Home Care from 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 offers work assignments as they are available. I also understand that if there is more than one qualified candidate for a position or assignment, Helms Home Care retains discretion to offer employment/assignment to who it believes is most qualified.
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 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 all legal remedies available.
8. **At Will Employment:** If hired, I understand and agree that my employment by Helms Home Care 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 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 to verify this information and understand that any offer of employment may be withdrawn or terminated if discrepancies are found.

Applicant Signature _____ **Date** _____