Policy Statement:
PHS expects all employees to conduct themselves professionally and in a manner which reflects favorably on the organization and other employees and facilitates efficient operations of all activities and programs. Employees are expected to follow all policies, procedures, and uphold all organization values, federal, state and local laws and regulations that relate to PHS operations.

Procedure:

PHS expects all employees to conduct themselves professionally and in a manner which reflects favorably on the organization and other employees and facilitates efficient operations of all activities and programs. This conduct includes the following:

- Becoming fully knowledgeable of and fulfilling all responsibilities set forth in PHS’s Corporate Compliance Policy
- Maintaining the highest standards of professional and personal conduct
- Striving for personal growth and development within our respective areas of work
- Supporting the mission, goals, and objectives of the organization
- Promoting fair and equitable treatment of our co-workers and the patients/clients we serve
- Striving to make the organization profitable both in monetary terms and through support and encouragement of effective employment practices
- Upholding all laws and regulations relating to the organization’s activities
- Maintaining the confidentiality of privileged information regarding patients, clients, and other employees
- Observing and following policies, procedures, philosophy, and values of the organization, including the written policies contained in this handbook
- Communicating with immediate supervisor/manager regarding concerns about work or working conditions at their site
- Working cooperatively with all departments to provide quality healthcare and patient/client satisfaction

References:
Employee Handbook pages 6-7

Policy Cross References: