

ADMINISTRATIVE GUIDELINE

EMPLOYEE CONDUCT

Every employee of MWHS is expected to conduct themselves, at all times, in a manner which reflects the high standards of MWHS. Employees have a responsibility to be courteous, impartial and considerate in dealing with residents, vendors and others they come into contact with on a daily basis. Employees have a responsibility to conduct themselves at all times in a professional and business-like manner with residents. Failing to do so reflects adversely on the employee's ability to do his or her job in the manner expected, and impairs the efficient operations of MWHS.

MWHS prohibits romantic or sexual relationships between employees and residents as well as between supervisors and subordinates including, but not limited to: dating; romantic e-mails; adult subject jokes, cartoons, e-mails and internet sites; and participating in a romantic/intimate relationship. Such conduct is contrary to maintaining a professional, business-like relationship and may compromise the integrity of MWHS.

Because MWHS is committed to maintaining a professional, business-like relationship with residents, employees whose job duties require them to either work directly with residents or whose work functions are performed on MWHS property are prohibited from engaging in sexual or romantic relationships with residents of the property. Employees who violate this policy will be subject to disciplinary action, up to and including termination.