

STANDARDS OF CONDUCT & WORK ETHICS

1. Reflecting a positive image for the Agency
2. Relaying/distributing information that is accurate
3. Maintaining confidentiality of client/agency information
4. Treating the client with respect and dignity
5. Declining the acceptance of gifts from clients
6. Declining any offer of money from the clients/families
7. Declining any offer of becoming the client's witness or beneficiary of the client's will
8. Declining any offer of becoming the client's power of attorney
9. Declining any offer of becoming the client's guardian
10. Wearing the Agency's identifying badge when providing care

I acknowledge receipt of the above "Standards of Conduct and Work Ethics," and I will do my best to adhere to the above standards.

Employee

Date