

Pennybyrn at Maryfield

CODE OF CONDUCT

1. GENERAL MORAL IMPERATIVES.

As a person providing services at Pennybyrn at Maryfield, I will....

1.1 Contribute to society and human well-being. Pennybyrn is concerned with the quality of life of all people and affirms an obligation to protect fundamental human rights and to respect the diversity of all cultures. Services at Pennybyrn will be provided in such a way as to reflect the loving, caring, sensitive attention all persons are entitled to under Christian ethical and moral standards, as detailed in Pennybyrn's mission, to *Demonstrate God's love for the lives we touch*. All persons will be treated with respect, dignity, and appreciation for the individual. Pennybyrn is dedicated to enhancing the quality of life and offering care and security for all those we serve, for the greater glory of God. It is the goal of Pennybyrn that this not only be carried out within its own community, but outreached into the greater surrounding communities as to positively impact as many persons as possible.

1.2 Avoid harm to yourself or others. Pennybyrn will strive to provide a safe environment where individuals may feel completely secure. All persons should make every effort to adhere to this standard and avoid actions that may produce dangerous, hostile or uncomfortable environments at Pennybyrn. Forethought should be given to actions so that outcomes reflect Pennybyrn's core values including love, kindness and compassion.

1.3 Be honest and trustworthy. Act with Integrity and Consistency. Honesty is an essential component of trust. Without trust an organization cannot function effectively. The honest person will not deliberately be deceptive or make false claims. Any person associated with Pennybyrn has a duty to be honest about his or her own circumstances, as well as circumstances that might adversely affect Pennybyrn and its ability to fulfill its purpose and mission.

1.4 Be fair and take action not to discriminate. The values of equality, tolerance, respect for others, and the principles of equal justice govern this imperative. Discrimination on the basis of race, sex, religion, age, disability, national origin, or other such factors is an explicit violation of Pennybyrn policy and will not be tolerated.

1.5 Honor confidentiality. Respect the privacy of others. Confidentiality of information relating to residents, employees and all others will be respected by all persons. Only the necessary amounts of personal information will be collected, retention and disposal periods for that information are defined and enforced, and personal information gathered for a specific purpose will not be used for other purposes. Information must be treated with strictest confidentiality. A breach in confidentiality will not be tolerated. All persons working or visiting Pennybyrn should understand that this is the residents' home and therefore they are obligated to live, act and work accordingly.

1.6 Respect the property of others. Persons in association with Pennybyrn will take care not to damage, destroy or waste company property. Unauthorized removal of company property or records is not permitted for personal or any other use. Theft or misappropriation will be prosecuted to the full extent of the law.

2. MORE SPECIFIC PROFESSIONAL RESPONSIBILITIES.

As a person providing services at Pennybyrn I will....

2.1 Strive to achieve the highest quality, effectiveness and dignity in both the process and output of work. Excellence is an important obligation of Pennybyrn. All persons should strive to provide all residents with the highest quality of life possible in whatever area of service they provide.

2.2 Know and respect existing standards pertaining to work. Policies and procedures of the organizations must be followed implicitly. .

2.3 Honor contracts, agreements, and assigned responsibilities. Honoring one's commitments is a matter of integrity and honesty. The major underlying principle here is the obligation to accept personal accountability for work or services provided.

3. ORGANIZATIONAL LEADERSHIP IMPERATIVES.

As a person providing services at Pennybyrn and as an organizational leader, I will....

3.1 Articulate social responsibilities of members of an organizational unit and encourage full acceptance of those responsibilities. Because organizations of all kinds have impacts on the public, they must accept responsibilities to society. Organizational procedures and attitudes oriented toward quality and the welfare of society will reduce harm to members of the public, thereby serving public interest and fulfilling social responsibility. Therefore, organizational leaders must encourage full participation in meeting social responsibilities as well as quality performance.

3.2 Manage personnel and resources to enhance the quality of working life. Organizational leaders are responsible for ensuring that Pennybyrn enhance the quality of working life. When implementing a policies and procedures organizations must consider the personal and professional development, physical safety, and human dignity of all workers.

4. COMPLIANCE WITH THE CODE.

As a person providing services at Pennybyrn I will....

4.1 Uphold and promote the principles of this Code. The future of Pennybyrn depends on this. Not only is it important for each person to adhere to the principles expressed in this Code, but for each person to encourage and support adherence by others. All persons who are aware of a suspected compliance violation are required to report it through Leadership or Human Resources. Failure to report a compliance violation may lead to disciplinary action of employees who were aware of violation. (I.e. theft, harassment, breach of confidentiality, etc.) Retaliation against a person for reporting violations is strictly prohibited and will also lead to disciplinary action up to and including termination.

4.2 Violations. All persons providing services for Pennybyrn will be subject to disciplinary action for failure to comply with ethical standards and/or legal requirements. Any violation of law or corporate policy and/or procedure including the Code of Conduct will result in appropriate actions. The form of disciplinary action to be applied will vary according to the particular circumstances of each case of noncompliance. The range of disciplinary action to which persons may be subject to includes the following; Oral or written warnings, suspension from employment or services, privilege revocation, and/or termination.

Although the form of discipline will be determined according to the individual circumstances of violation, the Discipline Policy will be consistently applied and enforced.

During investigations of any person for a violation(s), such person may be either suspended or relieved of job responsibilities related to the alleged violation(s), depending upon the seriousness of the offense.