

# EMPLOYEE CONDUCT

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## ANTI-BULLYING

Bartz-Altadonna Community Health Center is committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of abusive conduct. Abusive conduct, or “bullying,” is conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.

It includes unwelcome or unacceptable behavior including repeated infliction of verbal abuse, such as derogatory remarks, insults, epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance and may be directed at an individual or a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident if it is especially severe and egregious. It is usually carried out by an individual but can also be an aspect of group behavior. Some examples of bullying behavior are:

- Excessive supervision;
- Belittling or disregarding opinions or suggestions;
- Manipulating the ability of someone to do their work (e.g., overloading, under loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Unfairly blaming for mistakes;
- Trivializing of work and achievements;
- Abusive and offensive language;
- Insults;
- Teasing;
- Public humiliation in any form;
- Spreading rumor and innuendo;
- Unreasonable criticism;
- Isolating people from normal work interaction;
- Deliberate exclusion;
- Practical jokes;
- Name calling;
- Threats of physical harm or other type of retribution

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intent of the alleged bully is irrelevant, and will not be given consideration when disciplining an employee. It is the effect of the behavior upon the individual which is important.

We encourage all employees to report any instance of bullying behavior. Reported or suspected occurrences of bullying will be promptly and thoroughly investigated. Following an investigation, Bartz-Altadonna Community Health Center will promptly take any necessary and appropriate disciplinary action.

Bartz-Altadonna Community Health Center will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of bullying complaints.

To report workplace bullying, discussing the problem with your immediate supervisor is encouraged as a first step. If, however, you do not believe a discussion with your supervisor is appropriate or your problem is not resolved after discussion with your supervisor, you are encouraged to request a meeting with BACHC Director of Human Resources. In an effort to resolve the problem, the Director of Human Resources will consider the facts and may conduct an investigation.

Additionally, the company provides its employees with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment and discrimination. Any employee who feels harassed or discriminated against should follow the complaint procedure as described in the Anti-Harassment policy.

## **ANTI-HARASSMENT**

Bartz-Altadonna Community Health Center is committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, Bartz-Altadonna Community Health Center will promptly take any necessary and appropriate disciplinary action.

Bartz-Altadonna Community Health Center will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term "harassment" includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - a. Submission to such conduct is an explicit or implicit term or condition of employment;
  - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or
  - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

## **Complaint Procedure**

Bartz-Altadonna Community Health Center provides you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware his or her conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company CEO. We cannot resolve a harassment or discrimination problem, unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

## **Confidentiality**

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

## **Investigative Procedure**

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, Bartz-Altadonna Community Health Center will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. Bartz-Altadonna Community Health Center may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, Bartz-Altadonna Community Health Center will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

### **Duties of Employees and Supervisors**

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Director of Human Resources so an investigation may promptly proceed. The company may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

### **CALIFORNIA EMPLOYEES ONLY**

The California Department of Fair Employment and Housing and/or the U.S Equal Employment Opportunity Commission may also investigate and process of harassment and discrimination.

## **GUIDELINES FOR APPROPRIATE CONDUCT**

In order to conduct the operations of Bartz-Altadonna Community Health Center efficiently and professionally, all employees are to follow the rules of conduct that will protect the interests and safety of all employees and the organization. All employees are expected to act in a professional manner with customers, and the general public.

Although it is not possible to list all forms of inappropriate behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other organization records;
- Violating the Anti-Harassment policy;
- Violating certain state, federal or local laws and regulations;
- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment;
- Soliciting gratuities from customers or clients;
- Displaying excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on organization property without authorization, in violation of policy or while on duty;
- Using the organization's property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way;
- Negligent damage of property;
- Violating the Violence in the Workplace policy;
- Violating the Drug-Free Workplace policy;
- Committing theft or unauthorized possession of organization property or the property of fellow employees; possessing or removing any organization property, including

- documents, from the premises without prior permission from management; using organization equipment or property for personal reasons without proper authorization; using organization equipment for profit;
- Giving confidential or proprietary information to competitors; working for a competing business while an employee of the organization; breaking confidentiality of information such as, Social Security Numbers, including any part of Social Security Numbers. Personal information also includes driver's license numbers, state-issued identification card numbers, date of birth, credit or debit or other account numbers, passport numbers, alien registration numbers or health insurance identification numbers;
  - Engaging in abusive conduct, or bullying, such as using obscene, abusive or threatening language or gestures or other verbal or physical conduct a reasonable person would find threatening, intimidating, or humiliating;
  - Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time.

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or poor performance is unacceptable, and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.
- Termination - If an employee fails to follow acceptable conduct or performance standards, the organization may terminate the employee's employment.

Depending on the specific circumstances, the organization may suspend or terminate an employee without prior discipline, or without following a particular order of discipline.

## **ABSENTEEISM**

Regular attendance is important to the smooth operation of Bartz-Altadonna Community Health Center. If you are late or absent, it places a burden on other employees and may impact productivity, customer satisfaction and team morale.

You are expected to be reliable and punctual by reporting to work on time and as scheduled. If you know that you will be absent or late arriving for work, notify your supervisor directly as soon as possible. In most circumstances, you should notify your supervisor within the first 30 minutes of your work shift each day of your absence, unless you have been granted a leave of absence. In the event of a sickness or accident while performing your duties, notify your supervisor immediately.

If you are absent for three or more consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider, unless state or local law provides otherwise, before you will be permitted to return to work. Failure to properly report your absences may be considered a voluntary resignation of your position. If you call out for more than 6 times in a year or are calling out once a month this is cause for conversation or write-up, excessive call outs will result in termination. (Please refer to BACHC Policy No BAD050 for more details)

## **TARDINESS**

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Organization business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

We know that traffic or weather conditions may cause you to be late on occasion. If this happens, notify your supervisor that you will be late and when you will be able to report for work. However, you are expected to plan for traffic and weather problems and to allow for extra time to commute to work, if necessary.

Although voicemail may be available, the Organization expects you to speak directly with a supervisor when you will be late for work. You must call your supervisor as soon as possible and no later than one hour.

You will be considered tardy if you are not signed in or clocked in and/or are not ready to begin work when your period begins.

Repeated or excessive tardiness will lead to disciplinary action up to and including termination of employment. If you are over one-half an hour late for work on a given day, you may be considered absent for that day and your supervisor may send you home. Tardiness is excessive if you are frequently or unnecessarily late. You may also be excessively tardy if you demonstrate a pattern of tardiness. (Please refer to BACHC Policy No BAD050 for more details)

## **CONFIDENTIALITY OF BUSINESS INFORMATION**

Bartz-Altadonna Community Health Center is committed to protecting the confidentiality of information that we handle for our clients or customers. The general business affairs of our customers and clients should not be discussed with anyone outside the organization except as required in the normal course of business. Confidential information regarding our business includes, but is not limited to, inventions, discoveries, improvements, processes, formulas, software, apparatus, equipment, methods, trade secrets, research, client data and information or cost or purchases of Client's products or services should not be disclosed to any party without the appropriate consent of the Bartz-Altadonna Community Health Center.

## **CONFIDENTIALITY OF SOCIAL SECURITY NUMBERS AND OTHER CONFIDENTIAL EMPLOYEE INFORMATION**

Bartz-Altadonna Community Health Center is committed to protecting the confidential information of all employees and clients or customers. Employees are required to maintain the

confidentiality of all employee or customer or client personal information such as, Social Security Numbers, including any part of Social Security Numbers, driver's license numbers, state-issued identification card numbers, date of birth, credit or debit or other account numbers, passport numbers, alien registration numbers, health insurance identification numbers or health information.

If you have access to employee personal information you must safeguard it by keeping the information, whether in paper or electronic format, in a secure location and only access the data for authorized business purposes. Employee personal information should only be shared with co-workers who need it as part of their job requirements.

You should only include a portion or complete Social Security Number or other employee personal information in internal e-mails if required by a specific business need. If you have an authorized business need to send any type of personal information outside the organization, either in an email or in an attachment to an email, you must use approved encryption technology to encrypt the email prior to sending it. Employees are expected to comply with applicable state laws that restrict the use of a full or partial Social Security Number.

Always use organization shred machines or shred receptacles to dispose of paper documents that contain employee personal information. Destroy computer media or files containing employee personal information in a manner ensuring confidentiality.

Consult with your supervisor if you have any questions about this policy or on the process to destroy items which cannot be shredded, such as computer disks or files.

## **PROTECTED HEALTH INFORMATION**

Bartz-Altadonna Community Health Center takes the privacy of our employees seriously. The organization's privacy policies and procedures strengthen our commitment to maintaining the confidentiality of personal health information. You are expected to comply with the organization's privacy policies and procedures.

If you have any questions about the organization's privacy policies or the fines and criminal penalties provided by Health Insurance Portability and Accountability Act ("HIPAA") for privacy violations, contact the organization's HIPAA representative.

## **CONFLICT OF INTEREST**

In all situations, you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations. Employees should not engage in any work activity, practice or conduct which is or appears to be a conflict of interest for the organization, its customers, suppliers, contractors, competitors or any person doing or seeking to do business with Bartz-Altadonna Community Health Center, as described below.

You are to act in the best interests of the organization, regardless of personal preference, and must not create the perception of personal advantage. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (related by blood or marriage, or a similar relationship).

The mere existence of a relationship with outside firms does not necessarily create a conflict of interest. However, if you have any influence on transactions involving purchases, contracts or leases, you must disclose the existence of the relationship to your supervisor as soon as possible.

Employees should not solicit or accept a promise of future employment or any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job. You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed.

## **ETHICS**

Bartz-Altadonna Community Health Center is committed to providing a work environment governed by the highest ethical and legal standards. In all situations you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations.

Part of maintaining an ethical workplace is providing employees the opportunity to provide honest feedback. The organization will not tolerate retaliation of any kind against an employee who reports in good faith a violation of law or of this policy.

Bartz-Altadonna Community Health Center encourages you to report any actual or potential violations of applicable laws or regulations and any unethical, dishonest or improper conduct to your supervisor, the president/CEO or any management personnel. If you are uncertain as to whether there are any laws or regulations that may impact your work, you are responsible for requesting guidance from your supervisor or Bartz-Altadonna Community Health Center's Human Resources Department.

## **ENGLISH PROFICIENCY AND USAGE**

English is the language spoken by most of our patients, visitors, employees, vendors and providers. In order to promote courtesy and effective communications, all employees are expected to be able to read, write, speak, and understand English sufficiently to receive and give instructions and to discuss their work.

## **ELDER ABUSE REPORTING**

Suspected elder/dependent adult abuse cases will be reported to proper authorities. All employees are required to report known or suspected elder/dependent adult abuse as required by law. For life threatening abuse, dial 911 or contact law enforcement while patient is still at clinic. Adult abuse is defined as any act of omission or commission that endangers or impairs a person's physical or emotional health. This includes physical abuse, mental suffering, physical neglect, medical neglect, abandonment, inadequate supervision and sexual assault. Health care professionals shall report suspected elder/dependent adult abuse to the Adult Protective Services of the Department of Public Social Services by telephone immediately and in writing within thirty-six (36) hours of making the observation. Report Elder/Dependent Abuse to Abuse Hotline (1-800-992-1660).

## **CHILD ABUSE REPORTING**

The Organization is required to report known and suspected incidents of child abuse to law enforcement of the Department of Children's Services, Children's Protective Services or as soon as practically possible, and a written report within thirty-six (36) hours. When two or more mandated reporters have knowledge of an incident, one person may be designated to make the report. However, the responsibility to report is individual, and if a person knows that the person designated to report had failed to do so, the other mandated reporter must make the report. The telephone report must include the name of the person making the report, the name of the child, the present location of the child, the nature and extent of the injury and any other pertinent information relevant to the incident.

Failure to report a known incident of child abuse is a misdemeanor punishable by court; however mandated reporters are immune from civil and criminal liability when reporting as required by law. Child Abuse Reports may be made to the Los Angeles County Child Abuse Hotline (1-800-540-4000) or to the local Sheriff's Department (661 948 8446) or the local Department of Social Services (661-723-4329) during the hours of 8:00 AM to 5:00 PM. When the Suspected Child Abuse Report Form is complete, submit three (3) copies (white, blue, pink) to the Child Abuse Hot Line address unless otherwise instructed. One (1) copy will be kept in a confidential location.

Whether sexual assault has or has not occurred are a legal matter and not a medical diagnosis. The law states only that suspected child abuse must be reported. The burden of proof does not rest with the reporting party.

## **DOMESTIC VIOLENCE REPORTING**

Any health practitioner employed in a health facility; clinic; physician's office; local or state public health department; or public health department operated clinic or facility is required to make a report if s/he provides medical services for a physical condition to a patient whom s/he knows or reasonably suspects is:

- Suffering from any wound or other physical injury inflicted by his or her own act or inflicted by another where the injury is by means of a firearm; and/or,
- Suffering from any wound or other physical injury, that is the result of assaultive or abusive conduct.

The health practitioner is required to make a report by telephone immediately or as soon as practically possible and send a written report to a local law enforcement agency within two working days. Health care facilities must keep reporting forms confidential. Family, friends and other third parties should not have access without patient consent. Civil and Criminal immunity is provided health practitioners who make required or authorized reports pursuant to these provisions. Violation of this law is a misdemeanor.

## **SAFELY SURRENDERED BABY LAW**

The Safely Surrendered Baby Law (SSB) was implemented on January 1, 2001. In October 2005, Governor Schwarzenegger signed legislation extending the SSB Law permanently, effective January 1, 2006.

Under the SSB law, a parent or person with lawful custody can safely surrender a baby confidentially and without fear of prosecution within 72 hours of birth. The SSB law requires the baby be taken to a public or private hospital, designated fire station or other safe surrender site. No questions will be asked. The SSB law provides a safe alternative to desperate mothers who are unwilling or unable to keep their babies. Babies who are safely surrendered at a hospital are given medical treatment and placed in a foster home or pre-adoptive home. At the time of surrender, a bracelet is placed on the baby for identification purposes and a matching bracelet provided to the parent or lawful guardian in case the baby is reclaimed. A parent or person with lawful custody has up to 14 days from the time of surrender to reclaim their baby. In addition to California, at least 46 other states have such laws in place to discourage baby abandonment. Additional Information: SSB posters and brochures are available, free of charge, to requesting individuals and organizations. Visit our Web site at [www.babysafe.ca.gov](http://www.babysafe.ca.gov) for more information.

## **REPORTING VIOLENT BEHAVIOR**

Any employee who believes he or she is being threatened, intimidated, verbally abused, or has been physically assaulted, must notify his or her supervisor immediately. If the behavior involves a supervisor, employees must immediately notify the Director of Human Resources. The Organization will not tolerate any form of retaliation against any employee who makes a good faith report under this policy.

In addition, employees who witness such behavior or are informed of a co-worker's intention to harm another employee must immediately notify a supervisor or law enforcement authorities and the Director of Human Resources.

## **FRAUD, WASTE AND ABUSE REPORTING**

As part of our efforts to improve the healthcare system, the organization has made a commitment to detecting, correcting, and preventing Fraud, Waste, and Abuse (FWA). Success in this effort is essential to maintaining a healthcare system that is affordable for everyone. The Organization is participating in a Federal Requirement to educate employees about how physicians, other health care providers, and business partners can help with fraud, waste, and abuse detection, correction, and prevention. FWA training is required for new hires and all employees annually. The Organization will train and educate employees to recognize potential problem areas and to use the internal mechanisms available to report any suspected problems.

## **OUTSIDE EMPLOYMENT**

You may hold outside employment so long as you meet the performance standards of your job with Bartz-Altadonna Community Health Center. You will be evaluated by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

If it is determined that an employee's outside employment conflicts or interferes with performance, safety or the ability to meet the requirements of the organization as they are modified from time to time, you may be asked to terminate the outside employment if you desire to remain with the organization.

Any outside employment that appears to conflict with or compromises the interests of the organization is not permitted. Employees also may not receive any income or material gain from individuals outside the organization for materials produced or services rendered while performing their jobs with the organization.

## **NON-BINDING ARBITRATION**

In any organization, complaints arise. Although we believe most complaints can be settled promptly by discussion of the facts by you and your supervisor, we recognize the need for a system to resolve disputes. To ensure the expeditious and economical disposition of all controversies or disputes arising from, or in any way related to employment or termination, all such matters will be submitted to be resolved by a non-binding arbitration. Arbitration does not involve a jury.

The Organization shall pay 100% of the fees for the arbitration. An arbitration request shall be submitted in writing to the Office of the Chief of Staff. If the arbitration concerns an employee's termination, the request shall be submitted within ten (10) business days of the date the employee was notified of the termination. Within three (3) business days of receipt of a written request for arbitration, the Chief of Staff shall request a list of ten (10) arbitrators who are located in the County from the American Arbitration Association and who are versed in employment-related matters. Copies of the rules from the American Arbitration Association are provided to you with this Handbook. Beginning with employee, employee and the Chief of Staff will take turns crossing out the names of arbitrators from the list one name at a time until only one name remains. The remaining name shall act as the arbitrator. Upon selection of the arbitrator, the arbitration shall be scheduled as soon as practicable.

The arbitrator shall have no power to amend, modify or add to the terms of any of the clinic's policies or a written employment agreement. However, the arbitrator shall have the power to determine whether he or she believes the Organization acted lawfully.

## **WHISTLEBLOWER**

A whistleblower as defined by this policy is an employee of Bartz-Altadonna Community Health Center who reports an activity that the employee considers to be illegal or dishonest business activity. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include but are not limited to, violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge of, or a concern of illegal or dishonest fraudulent activity, contact your supervisor or the **CEO**. Whistleblower protections are provided in two important areas -- confidentiality and protection from retaliation against an employee who makes such a report. To the extent possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Additionally, Bartz-Altadonna Community Health Center does not condone retaliation of any kind. A whistleblower who believes he/she has been retaliated against must contact **CEO** immediately. The right of a

whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Pursuant to the Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document that is filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the employer's trade secret to the attorney of the individual and use the trade secret information in the court proceeding if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

All reports of illegal and dishonest activities will be promptly submitted to the President and Chief Executive Officer who is responsible for investigating and coordinating any corrective action needed.

If you have questions regarding this policy, contact the [CEO](#).

## **DRUG-FREE WORKPLACE**

Bartz-Altadonna Community Health Center is committed to protecting the safety, health and well-being of all employees, customers, clients, and vendors in our workplace. "Workplace" includes organization property, any organization-sponsored activity or any other site where you are performing work or representing the organization.

The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines.

All employees are expected to contribute to maintaining a drug-free workplace. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer or cultivation of drugs in the workplace. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, is not a violation of this policy.

As a condition of continued employment, all employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Contact the Employee Assistance Program (EAP) for information about the availability of treatment programs such as assistance provided by BACHC's health care plan coverage or drug and alcohol abuse rehabilitation and education programs.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations or any other federal, state or local agency drug testing regulations related to a particular industry.

## **TOBACCO-FREE WORKPLACE**

Bartz-Altadonna Community Health Center is committed to providing all employees with a safe and healthy work environment. All organization premises are smoke-free, unless clearly marked otherwise. Smoking a cigarette, cigar, e-cigarette, or pipe or any other form of tobacco, as well as the chewing of tobacco, is not allowed. For your convenience, designated smoking areas are clearly marked. Employees are expected to use the waste disposal receptacles for smoking products.

## **VIOLENCE IN THE WORKPLACE**

Bartz-Altadonna Community Health Center is committed to providing a safe workplace for employees, customers, vendors, volunteers, independent contractors and others with whom we do business. The organization has zero tolerance for violent acts or threats of violence.

You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional or veiled threat of harm to any employee, guest or organization property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others will not be tolerated.

All employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to his/her supervisor, a management member. You must assume that any threat is serious. The organization will carefully investigate reports and maintain employee confidentiality to the fullest extent possible.

Bartz-Altadonna Community Health Center will take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employee who commits or threatens to commit a violent act against any person while on organization premises or while engaged in organization business off the premises.

## **WEAPONS**

Bartz-Altadonna Community Health Center strives to provide a safe and secure workplace for employees, clients, customers and visitors. The organization has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on organization property or conducting organization business. For purposes of this policy, organization property includes, but is not limited to, all organization facilities, organization-provided vehicles and equipment that are either leased or owned by the organization or a organization client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, Bartz-Altadonna Community Health Center reserves the right to request inspections of any employee and their personal effects while on organization property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on organization-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy, you should immediately report this information to their onsite supervisor.