

MUSTARDSEED HEALTHCARE SERVICES LLC.

RULES GOVERNING EMPLOYEES' VISITS IN A CLIENT'S HOME

While it is impossible to list every type of behavior that may be deemed a serious offense, these rules include examples that may result in disciplinary action(s) up to and including termination of employment. The actions listed below are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

The following behaviors ARE **NOT ACCEPTABLE**:

- Smoking in a client's home (if you smoke, please use mints to freshen your breath)
- Drinking or arriving drunk at a client's premise
- Discuss your personal business or concerns with your client
- Discuss MUSTARDSEED HEALTHCARE SERVICES LLC. confidential matter relating to a staff member or other clients
- Take dependants, relative or friends into a client's home
- Use a client's telephone or computer for personal calls/use
- Borrow money or other forms of financial support from a client or family member(s)
- Call a client's home before 8:00 a.m. unless it is necessary
- Bring your purse or wallet into a client's home
- Argue with or physically abuse your client
- Being rude or discourteous to a client
- State racial, ethnical, religious or sexual slurs to client or any individual in client's home
- Accept keys to a client's vehicle under any circumstances
- Give gift(s) to a client or family member
- Accept gift(s) or gratuities from a client or family member
- Give your family or friends your client's address and/or telephone number
- Give your address or telephone number to your client or family member
- Any willful act or conduct which jeopardizes the welfare of your client(s)
- Conduct or attempt to conduct any outside business while in a client's home
- Willful misuse, destruction of, or damage to a client's property

I have read and fully understand the rules of client's visits

EMPLOYEE'S SIGNATURE

PRINT NAME

DATE