

LNE (Learning Never Ends)

Number 5.01
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Date 1/18/2022

CODE OF CONDUCT

POLICY

All employees of LNE are expected to observe and maintain professional ethics in their relationships with the individuals we serve, as well as, with other employees, professionals, and the community in general.

The right of ownership of funds and property belonging to consumers, to other employees, and to LNE must be always respected.

Good judgment and discretion are expected from employees in carrying out their job duties. LNE maintains that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the company and for the benefit and safety of all employees and the persons we serve. Conduct that interferes with operations or is offensive is not acceptable.

PRACTICE

- A. The following is a list of actions which will be a violation of this policy and subject to corrective action up to and including termination of employment:
1. Any acts of disrespect, abuse, and/or neglect toward the individuals we serve.
 2. Any denial of rights/privileges protected by the consumer rights policy.
 3. Denial of a request from a consumer or his/her legal guardian to the consumer's records.
 4. Contributing to the delinquency of the individuals we serve.
 5. Engaging in any act of sexual misconduct, including fraternization or sexual involvement between staff and the persons we serve.
 6. Abusive, disrespectful, or threatening conduct or speech towards any individual(s) we serve, fellow employee(s), supervisory staff, vendors, or visitors.
 7. Failure to immediately report cases of actual or suspected abuse/neglect or any incident of a reportable nature, as required by the MUI rule, to a supervisor or other management person.
 8. Theft, unauthorized removal, wrongful possession, mishandling, or deliberate destruction

of property, merchandise, equipment, or possessions belonging to the individuals we serve, fellow employees, or the Company.

9. Charging of, or allowing others to charge, personal expenses to consumer and or LNE accounts.
10. Unlawful manufacture, distribution, dispensation, possession, sale, purchase, or use of illegal drugs, controlled substances, or alcohol while on the job, on Company-owned, -leased, or -controlled property or while operating Company-owned, -leased, or -controlled equipment or vehicles.
11. Insubordination or refusal to follow work instructions.
12. Failure to implement or document services as specified in a consumer's ISP, including the distribution and documentation of medications.
13. Failure to follow safety rules and/or health practices.
14. Possession or use of a firearm, illegal knife, explosive, or any other prohibited weapon of any kind while on Company-owned, -leased, or -controlled property or while operating Company-owned, -leased, or -controlled equipment or vehicles.
15. Falsification or alteration of any official Company document or form, including timecard, employment application, physician's statements, etc.
16. Unauthorized absence from the work area.
17. Unreported absences of two (2) consecutive scheduled workdays without directly notifying the supervisor. Any unreported absence of two or more consecutive days will be considered job abandonment (extenuating circumstances may be considered) and treated as a voluntary resignation.
18. Disclosure of confidential information involving consumers or disclosure of confidential information pertaining to other employees.
19. Dissemination of false or malicious information about the Company, employees, or the individuals we serve.
20. Sleeping during working hours.
21. Gambling on Company premises or during working hours.
22. Harassment of any consumer or other employee, including such conduct as slurs, jokes, intimidation, or other verbal or physical attacks upon a person because of their race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected class.
23. Discrimination towards any consumer or other employee on the basis of an individual's race, color, religion, sex, national origin, disability, veteran status, political affiliation, genetic information or any other legally protected class.
24. Improper use of Company communications systems and equipment, including but not limited to harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually

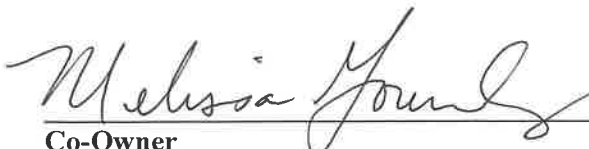
suggestive written, recorded, or electronically transmitted messages.

25. Using Company time and resources for personal gain unrelated to employment with the Company.
 26. Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or training or failure to discharge duties in a prompt, competent, and reasonable manner.
 27. Failure to provide the required supervision of the individuals we serve, including but not limited to failure to remain awake and alert during work.
 28. Any conduct which results in a prohibition from working in healthcare (such as expired or revoked license/certification) or exclusion from Medicare or Medicaid participation.
 29. Conviction of a serious crime relevant to the job.
 30. Transporting an individual, we serve to the employee's home or on a personal errand without prior supervisory approval.
- B. The following is a list of actions subject to corrective action depending on the progressive discipline step of the employee:
1. Failure to comply with written or verbal work instructions by a supervisor or management person not rising to the level of intentional insubordination.
 2. Failure to cooperate with an investigation by LNE or other authorities.
 3. Excessive use of personal cell phone while working with a consumer.
 4. Smoking in prohibited areas.
 5. Consuming food purchased by the consumer(s).
 6. Having power of attorney and/or being the representative payee over consumer's funds while employed by LNE.
 7. Unauthorized passengers, improper parking of motor vehicles, reckless driving, speeding, and violation of motor vehicle laws while operating Company vehicles or personal vehicles while conducting Company business.
 8. Excessive absenteeism or tardiness, excluding leaves authorized by the Company or law.
- C. It is impossible to compile a listing of all violations subject to corrective action; the examples above are illustrative of the type of behavior that will not be permitted but are not intended as an all-inclusive listing. Any questions in connection with this policy should be directed to management. LNE reserves the right to increase or decrease the penalties for offenses described above in appropriate circumstances. Nothing in this policy is intended, nor shall it be interpreted, to modify the at-will nature of employment at LNE or to create a contract of employment.


Each violation of the Code of Conduct will be appropriately considered, taking into account the employee's understanding of the situation and intent. However, any determination that the employee's conduct endangered the health, safety, or property of the consumer(s), other employees, or LNE, any determination that the employee's conduct was fraudulent, and/or in violation of a criminal statute/ordinance, or any determination that the employee was involved in any other serious misconduct may result in immediate termination of employment.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE LNE CODE OF CONDUCT POLICY.

Employee: _____ Date: _____



Co-Owner



Co-Owner