

### **Conflicts of Interest**

Employees are prohibited from using Hospital facilities, equipment or information for their personal advantage. Any Employee found to be using or disclosing Hospital trade secret information, Hospital equipment, or Hospital facilities in a manner that competes with the Hospital, or would cause the Hospital to suffer economic harm shall be disciplined, up to and including termination of employment. Further the Hospital can bring appropriate legal action against an Employee violating this policy.

Additionally, while we understand that all Employees have personal matters, no personal business (including studying) may be conducted while at work, other than during break times. Violation of this policy may result in discipline, up to and including termination of employment.

### **Job Duties**

Your supervisor will explain your job responsibilities and the standards that will be expected. Because flexibility is necessary, your job responsibilities may change at any time during your employment.

One of the most important job duties of all employees is the expectation that you will maintain a degree of loyalty to the Hospital. As part of your job, you are expected to perform all duties and assignments with the Hospital's legitimate business interests in mind. You are also expected not to take any actions that would directly conflict with the Hospital's legitimate business interests. Employees should avoid harming the image and integrity of the Hospital. This policy is for the mutual protection of the Employer and employee. The Hospital respects the employee's right to self-expression and concerted activity.

In addition to your regularly assigned job responsibilities and duties, from time to time you may be asked to work on special projects or to assist with other work important to the operation of the Hospital. Your cooperation and assistance in performing additional work is expected.

### **Licensure**

Employees whose job description requires licensure, certification, registration, or accreditation must maintain an active license with no restrictions. If an employee's license status changes the affected employee should promptly notify their supervisor and HR about the restriction or stipulated license imposed by the licensing board or regulatory authority. The employee must disclose the specific details of the restriction or stipulation. Employee will be placed on unpaid leave while investigation is conducted by HR and CEO/CNO. Disciplinary action after investigation can include suspension, change of duties/job description, and termination.

### **Immigration**

Federal law requires persons working in the United States whose authorization to work in this country is based on a visa or other documentation with an expiration date, to submit at the time of expiration new documentation showing the person's work authorization has been extended. Federal law further requires the termination of employees who fail to provide in timely manner proper documentation required by Federal law.