

**Minimum Operation Standards –
Employee Code of Conduct Implementation Plan**

	Key Element	Activities
1	Management	<ul style="list-style-type: none"> • A policy stating employee standards of conduct exists and a plan to train and implement the policy is in place. • The policy/standards of employee conduct are to be conveyed to current staff and management on repeated occasions, at hiring and each year upon policy evaluation. • All staff members are to receive the Employee Handbook and sign a copy upon hiring within their onboarding documents and training.
2	Coordination	<ul style="list-style-type: none"> • Procedures are in place to receive written agreement from employees or individuals directly hired or hired through a staffing firm are to be made aware of and will abide by the standards of the Employee Code of Conduct. • Feedback will be gathered to assure all pieces of conduct are included to assure employees understand their expectations for successful employment.
3	Training of Staff	<ul style="list-style-type: none"> • Initial training will be supplied to all management and leadership staff to have a full understanding of expectations. • Staffing firm will provide training of this policy during the onboarding process to all employees. • Organization Human Resources will provide training of this policy during the onboarding process to all direct hires. • Organization has a formal reporting process with a method for submission of concerns in a confidential manner or directly to Human Resources.
4	Adherence	<ul style="list-style-type: none"> • Management staff members are aware of their obligation to report employee misconduct and are aware that there is a policy for protection from retaliation in place. • Management staff members are informed on a regular basis of how to file a complaint/report and the procedures for documenting these.

5	Documentation/Reporting	<ul style="list-style-type: none">• A dedicated focal point has the overall responsibility for the development and implementation of code of conduct policy and activities. These individuals are _____.• There is a process for monitoring and reviewing the investigation process.
6	Gauging Success	<ul style="list-style-type: none">• It is important to follow the code of conduct to ensure employees understand expectations and feel safe and supported in the workplace.• This process should be evaluated constantly to assure the documentation process is functioning as appropriate.• Reevaluation will occur yearly at minimum and recalibrated as appropriate.