

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Conduct	<b>SECTION:</b> C <b>POLICY:</b> 4
<b>DATE:</b> September 2004 <b>REVISION DATE:</b> January 2006	<b>Administrator's Signature:</b> _____	

**CONDUCT**

**POLICY:**

All employees of Leamington Mennonite Home will adhere to this Code of Conduct to ensure positive public relations and to ensure that there is no conflict between personal interests and Leamington Mennonite Home duties. Failure to comply with the LMH Code of Conduct may lead to disciplinary action.

**PROCEDURE:**

- Employees will promote the goals, objectives, and policies of Leamington Mennonite Home.
- The public's opinion of our Home is largely influenced by the perception created by the staff members in their dealings with the public.
- Every employee of the Home is an agent for good public relations, who will be courteous and helpful in any dealings with residents, families, visitors, and fellow employees. As a faith-based, charitable institution, our conduct, language, and behaviour shall reflect those principles. Use of foul language will result in discipline.
- Employees will acknowledge and recognize the dignity and worth of every person they serve and with whom they work.
- Employees will not engage in any business, dealing or transaction which conflicts with the discharge of their official duties.
- Employees shall provide equality of treatment to all persons and shall not provide preferential treatment of any person, group, or organization.
- Staff will not demand, accept, or receive, personally, a gift, benefit or gratuity from a resident or family member.