

# **CODE OF CONDUCT**

- **The Business Code of Conduct**
- **Dress Code**
- **Conduct between Male and female employee**
- **Conflict of interest**
- **Disclosure of information**
- **Customer Satisfaction**
- **Computer User Code of Ethics**
- **Visitors**
- **Building Access**
- **Safety**
- **Enforcement Of The Orders**
- **Report Violations of the Standards**

# **The Business Code of Conduct**

- **Outlines expected behaviors for all employees.**
- **Every employee conducts business fairly, in full compliance with all applicable laws and regulations**
- **All employees shall deal fairly and honestly with those who are affected by our Actions**
- **Every employee will report any illegal or unethical conduct to management an environment without being harassed**
- **Harassment includes conduct relating to race, color, gender, disability, religion, age, national origin, In addition, sexual harassment**
- **Nonsexual verbal or physical conduct that affects dignity or shows hostility toward another because of the person's gender can be the basis for a hostile, offensive, or intimidating environment claim.**

# **Dress Code**

- **This policy code should be carried out by all staff at all times while any employee is on the hospital's premises.**
- **All staff are required to display on their upper dress/ shirt their Identity card all times while on the hospital's premises.**

# **Conduct b/w Male and female employee**

- **All members male and female should at all times practice the principle of modesty and respectable interaction and proper decorum during activities, gatherings or when dealing with each other.**
- **According to the culture rules males should not start to shake hands with the female unless the lady starts.**

# **Conflict of interest**

- **All employees shall abide by the Conflict of Interest Policy, or activities that may raise questions to the hospital's Values and remove the conflict as required.**
- **Employees will ensure that they do not engage in any activity that might create a conflict of interest for the hospital or for themselves individually.**
- **All employees shall not take advantage of their position to seek personal gain through the inappropriate use of information or abuse of their position.**

# **Customer Satisfaction**

- **Every employee shall promote relationships based on mutual trust and respect and shall provide an environment without fear of adverse consequences.**
- **Problem solving is the process of taking corrective action in order to meet customer satisfaction as an ultimate goal of the hospital.**

# Computer User Code of Ethics

- Users are ultimately responsible for any and all use of their computing accounts.
- Users should maintain secure passwords for all accounts
- Users should take precautions against others obtaining unauthorized access to their computing resources.
- Users must use computing facilities and services only for the purposes for which they were authorized.
- Provided as resources to other persons for unauthorized purposes



# Visitors

- **Visitor is considered any one who is not a current member of the hospital as listed in the directory all visitors must sign-in at the front desk, and are only allowed on the premises, during business hours with permission.**
- **No visitors are allowed on nights or weekends without prior permission from the Department Head**
- **If a problem arises, security will be contacted. Any violations of this policy may result in a disciplinary action.**

# **Building Access**

- **To access the hospital building the employee has to have ID visible to the security guard**
- **The security officer has the right to ask any employee about his ID if it was not visible.**
- **During Working Hours: in case the employee is not wearing his/her ID, the security guard has the right to stop this employee for questioning**
- **After working hours: The security officer will stop any employee if the ID is not visible on him/her self & will ask the employee to register his name, ID number, department, time, and reason for being in the hospital in the security log sheet**

# **Safety**

- **All employees will comply with all laws and regulations governing the handling and disposal of hazardous materials, other pollutants and infectious wastes.**
- **The Hospital Authorizes the Department of Security to issue an internal traffic and parking citations within the boundaries of the hospital to employees, if they violate the employee parking policy**

# **Enforcement Of The Orders**

- **Drug abuse is a serious offence. The mandatory punishment is death, so avoid getting involved with drugs.**
- **No employee shall use, possess, distribute or be under the influence of alcohol, narcotics or other dangerous illegal drugs in or out of the hospital at any time.**

# **Report Violations of the Standards**

- **The possession or use of illegal drugs or alcohol on the premises will result in immediate dismissal, and the matter will be referred to the governmental authorities for further action.**
- **Law enforcement officials are not allowed to keep firearms, unless the use of these weapons is permitted.**