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| Conditions of Employment | **Last Revision:** | August 2019 |
| **Last Reviewed:** | May 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * Palliation Choices * THA Services * RightHealth® |
| **Included in the following THA Manual:** | Administrative Policy & Procedure Manual  Talent Management |

**INTRODUCTION**

This policy outlines the general terms, conditions and expectations of employment at THA Group. This policy is not intended to cover all situations; for specific expectations related to individual positions, please consult with your leader.

To ensure that the THA group values are reflected in our work, we expect employees to use good personal and professional judgment in the performance of their duties. The list below includes examples of work behaviors that comport with THA Group workplace values as well as examples of behaviors to be avoided. This list is not intended to be exhaustive, but to give examples of the types of behaviors to be exhibited or to be avoided.

**POLICY**

THA Group expects employees to use good judgment in performance of their duties and to maintain a satisfactory employee/employer relationship. We expect you to do your best work in your positions, with integrity and a commitment to excellent service to the community.

**Work Hours:** The organization’s business hours are Monday through Friday, from 8:30 am to 5:00 pm. Your specific work hours may vary from this standard schedule. Non-exempt employees are paid for time worked, and exempt employees work the number of hours required to accomplish their duties (see Employee Classification policy).

Employees are expected to report for work on time in accordance with their work schedule. When an employee must be late, he/she is expected to call the leader in advance of the start of the workday. Failure to report or communicate a need for tardiness as circumstances dictate may lead to corrective action, up to and including separation.

From time to time, the organization may modify standard work hours. In addition, the organization provides an opportunity for employees and leaders to make individualized adjustments to work schedules if mutually agreeable, in certain circumstances.

**Responsibilities**

**Work Behavior**As a member of the THA organization you are expected to behave in a manner that reflects the values of THA Group in which we all share together.

The following apply to all employees:

**Positive Work Behavior**

* Display personal and professional integrity through honest and responsible actions; including a willingness to offer direction to others whose actions may be harmful to themselves or the community;
* Be truthful and forthright;
* For non-exempt employees, accurately report time worked and/or sick and vacation time used each week;
* For exempt employees, work the hours required to ensure the job is done and report use of Paid Time Off (PTO) in a timely manner;
* Follow departmental procedures for requesting time off and/or notifying a leader of unplanned absences;
* Interact with others in a manner that displays mutual respect, tolerance, and understanding that encourages honest, open, and equitable interaction with those with racial, religious, gender, ethnic, sexual orientation, and other differences;
* Ensure that the workplace is free from violence and harassment of any form;
* Immediately inform the organization of any criminal conviction or plea;
* Respect the general resources and physical property of THA Group and report any unsafe conditions and/or fiscal misconduct;
* Maintain the confidentiality of the organization’s business, records and information including computing passwords, personal identifiable information, research protocols and results;
* Ensure that personal use of non-work-related telephone and electronic information systems is infrequent, generally occurs outside of regular work hours or during breaks, does not interfere with organizational operations, does not involve activity or behavior that is unlawful or inappropriate and does not incur any expense to the organization;
* For those working in essential positions and/or performing non-deferrable work, work during emergency closures or make other arrangements in advance;
* Regularly review and comply with all organization’s policies and procedures as may be in effect or implemented during employment.

**Work Behavior to Avoid**

* Do not engage in behavior that endangers your own sustained effectiveness or that has serious ramifications for your own or others' safety, welfare, well-being, or professional obligations;
* Do not bring weapons to THA Group and do not fail to report those of whom you are aware may have weapons;
* Do not display inappropriate personal behavior;
* Do not use illegal drugs or alcohol in the workplace and during working hours (Company sponsored activities that may include the serving of alcoholic beverages are not included in this provision); illegal drugs are prohibited during working and non-working hours.
* Do not fail to disclose conflicts of interest or commitment;
* Do not display political behavior such as collecting or soliciting campaign funds at THA Group and/or using THA Group supplies or equipment.

**Related Policies:**

Employee Classification

Substance Abuse

Paid Time Off

Criminal Background Check

Nondiscrimination