



# Code of Ethical Standards Policy

**Approved by: Jonalee Roberts, HR Director**

**Policy # HR-1003014**

**Effective: October 30, 2024**

**Revised: April 15, 2024**

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## 1.1. Code of Ethical Standards

The elected and appointed officials and employees of Mt. Grant General Hospital recognize that holding public office and/or employment is a public trust. To preserve that trust, the Hospital demands the highest code of conduct and ethical standards. The purpose of this policy is to define and establish the standards of ethical conduct that are required of public officials and employees to ensure their professional integrity in the performance of their duties.

Every individual patient, resident and client at Mt. Grant General Hospital has a moral and legal right to privacy. All public officials, employees, vendors, independent contractors, travelers, and volunteers, herein referred to as “staff,” have an expectation to maintain this patient privacy as outlined in the Confidentiality Agreement and Policy. Staff may not invade this protected right by making confidential information the subject of unnecessary discussion or gossip. All patient, resident and client information obtained is strictly confidential. Staff should not make comments to anyone concerning a patient’s illness, their doctor, or treatment, except to their supervisors as appropriate. Please refer to the Confidentiality Agreement and Policy for more information.

All inquiries from the press, radio or television should be directed to the Administrator or designee. Any breach of confidentiality may subject the employee to disciplinary action up to and including termination.

Staff will maintain appropriate and professional boundaries with patients, residents, and clients. Professional boundaries are intended to set limits and clearly define a safe, therapeutic connection between employees and patients/residents/clients. An understanding of professional boundaries helps staff separate helpful behaviors from actions and conversations that are not helpful. Boundary violations can occur when staff enter into relationships that are close, intimate, or personal. Staff may direct questions regarding professional boundaries to their supervisor or Leadership.

All public officials, employees, vendors, independent contractors, travelers, and volunteers of the Hospital shall comply with the following provisions. This list is not all-inclusive, but simply provides the basic level of conduct expected.

- Conduct themselves with honesty and integrity while performing their duties and responsibilities, upholding the good reputation of the facility.
- Act with care and diligence in the course of their employment, appointment, assignment, or contract, and maintain appropriate confidentiality.
- Treat everyone, including coworkers, subordinates, supervisors, volunteers, vendors, patients, residents, clients, and the public, with the utmost professionalism and courtesy.
- Comply with all applicable federal, state, local laws, and any reasonable direction given by someone in the Hospital authority to do so.
- Will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment, appointment, or assignment.
- Comply with any other conduct or policy requirement that is prescribed by the Hospital.

In addition, consistent with the provisions of NRS 281A.400, NRS 281.230 and NRS 200.5091, the Hospital’s officials and staff are required to comply with the following:

- Shall not seek or accept, borrow, or give any gift, loan, property, service, favor, employment, engagement, perquisite, gratuity, or economic opportunity or advantage which would tend improperly to influence a reasonable person in their position to depart from the faithful and impartial discharge of their duties, from patients, residents, clients or family members of patients, residents, or clients.



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- Are prohibited from purchasing property from any patient, resident or client or family member of a patient, resident, or client, without the knowledge and express permission of the Hospital Administrator.
- May not approach patients, residents, or clients regarding items for sale, even if those items may be useful to the patient, resident or client or otherwise broker any deals between or on behalf of a patient, resident, or client. This is considered solicitation and is not allowed.
- Shall not participate as an agent of the Hospital in the negotiation or execution of a contract between the Hospital and any private business in which they have a significant pecuniary interest.
- Shall not accept any salary, retainer, augmentation, expense allowance, or other compensation from any private source for the performance of their duties as an official, employee, independent contractor, traveler, or volunteer.
- If an official, employee, independent contractor, traveler, or volunteer acquires, through their duties or relationships, any information which by law or practice is not at the time available to the public generally, they shall not use such information nor suppress any Hospital report or other document or information because the release of such report or information has the potential to impact their own pecuniary interests or those with whom they have a business or personal relationship.
- Shall not use Hospital time, property (including monies or funds), equipment, or other facility to benefit their personal or financial interests.
- Shall not attempt to benefit their personal or financial interest(s) by influencing or intimidating a subordinate.
- Shall not, in any manner, directly or indirectly, receive any commission, personal profit, or compensation of any kind resulting from any contract or other transaction in which the Hospital is in any way interested or affected except:
  - a. A member of any board or similar body who is engaged in the profession, occupation, or business regulated by the board, commission, or body may, in the ordinary course of their business, bid on or enter into a contract with any governmental agency, except the board, commission, or body of which they are a member, if they have not taken part in developing the contract plans or specifications and they will not be personally involved in opening, considering, or accepting offers.
  - b. A public official or employee, other than an officer or employee described in a. above, may bid on or enter into a contract with a governmental agency if the contracting process is controlled by rules of open competitive bidding, the sources of supply are limited, they have not taken part in developing the contract plans or specifications, and they will not be personally involved in opening, considering, or accepting offers.

The Hospital will not tolerate any retaliation by management or by any other employee against an employee who exercises their rights under this policy. Any employee who believes they have been retaliated against in any manner whatsoever should immediately notify Human Resources. The Hospital will promptly investigate and deal appropriately with any allegation of retaliation. In the event retaliation is substantiated, disciplinary action up to and including termination may be taken.

Employees who suspect violations of this policy must report the conduct/behavior(s) as soon as possible to any supervisor/manager or the HR representative.

Violations of any of the above provisions may result in disciplinary action, up to and including termination.



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## ACKNOWLEDGMENT AND RECEIPT

This is to acknowledge that I have received a copy of the Mt. Grant General Hospital **Code of Ethical Standards Policy** which was adopted and revised on April 15, 2024.

I acknowledge that I am expected to read, understand, and adhere to this policy and that I am governed by the contents of this policy. I understand that my failure to comply with this policy may result in disciplinary action, up to and including termination. If I have questions concerning this policy, I will bring it to the attention of my supervisor, human resources, or the Administrator.

I also understand that Mt. Grant General Hospital may change, rescind, or add to this policy from time to time and without prior notice, at the sole and absolute discretion of Mt. Grant General Hospital, provided such changes, rescissions and/or additions are not prohibited by law. I will be responsible for maintaining this policy by inserting all updates issued.

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Employee's Signature

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Employee's Name (Printed)

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Date