

Allegheny General Hospital

SUBJECT: Standards of Conduct

POLICY NO.: 4-406

ORIGINAL DATE: 09/01/85

DATE OF REVIEW: 03/01/05

I. POLICY

Allegheny shall establish standards of conduct which promote efficiency, safety and propriety in the work environment for the benefit and protection of the rights of an employee and others.

The intent of this policy is to identify and establish standards of conduct which relate to goals, principles and objectives of Allegheny and which assist an employee in understanding acceptable modes of behavior.

II. DEFINITIONS

A. Standards of Conduct

The standards of conduct are defined as rules, regulations, policies or procedures which govern employee behavior.

B. Others

Others are defined as patients, physicians, fellow employees and the public.

III. RESPONSIBILITIES

A. Employee

An employee is responsible for observing the standards of conduct and for seeking assistance from supervision in understanding the meaning and intent of the standards. An employee is responsible for correcting behavior which violates the standards of conduct.

B. Supervision

Supervision is responsible for notifying an employee of the standards of conduct and for reinforcing an employee's understanding of these standards. Supervision is also responsible for investigating suspected, observed or reported violations of the standards of conduct and for administering disciplinary action when appropriate.

C. Human Resources Department

The Human Resources Department is responsible for the interpretation of this policy. The Human Resources Department shall also assist supervision with the administration of this policy.

IV. REGULATIONS

A. The standards of conduct for an employee include, but are not limited to the following:

1. An employee is expected to carry out directives and instructions as issued by supervision.
2. An employee is expected to report to work in appropriate attire and groomed in a manner so as not to appear offensive to others.
3. An employee is expected to report to work in a proper condition in order to render safe and efficient performance of all duties.
4. An employee is expected to respect the rights of others and to respond with courtesy and consideration in all situations.
5. An employee is expected to respect the property of Allegheny and others. Examples include unauthorized removal from the work premises, such as office supplies, office equipment, merchandise or cash, willful damage or destruction of company, employee, customer or patient property.
6. An employee is expected to respond honestly to all requests for information and on all documents of record, such as employment application, time card or work report.
7. An employee is expected to adhere to professional ethics concerning the privacy of others and to treat all information regarding work-related topics in a confidential manner.
8. An employee is expected to treat all information regarding patients, or the care rendered to patients, in a strictly confidential manner.


9. An employee is expected to contribute to the productivity of his/her department and to the mission of Allegheny.
10. An employee is expected to contribute to sanitary conditions in his/her department and related areas.
11. An employee is expected to comply with the fingernail/artificial nail procedure for specified positions.
12. An employee is expected to comply with procedures relative to safety and security and to refrain from activities which may be hazardous or dangerous, such as possession of unauthorized weapons, drugs and alcohol.
13. An employee is expected to refrain from activities which cause disruption of operations or which may be detrimental to the morale of others or the image of Allegheny.

B. Disciplinary Action

An employee who fails to observe the standards of conduct as described in this policy shall be subject to disciplinary action, up to and including termination.

V. PROCEDURES

Questions regarding this policy should be referred to the Human Resources Department.

Approved by: 
**President and CEO,
Allegheny General Hospital**

Allegheny General Hospital

SUBJECT: Equal Employment Opportunity

POLICY NO.: 4-402

ORIGINAL DATE: 09/01/85

DATE OF REVIEW: 03/01/05

I. POLICY

Allegheny is committed to providing equal employment opportunity and to opposing discrimination in recruitment, selection, placement, transfer, promotion, reassignment, compensation, benefits, disciplinary actions, separation from employment and other terms and conditions of employment.

The intent of this policy is to reaffirm Allegheny's commitment to comply with relevant laws and regulations regarding equal employment opportunity.

II. DEFINITION

Equal Employment Opportunity

Equal employment opportunity is defined as a process which provides for equal treatment, regardless of race, color, religion, creed, age, sex, sexual orientation, national origin, veteran or military status or qualified disability.

III. RESPONSIBILITIES

A. Employee

An employee is responsible for reporting a complaint regarding discrimination to supervision or to the Human Resources Department.

B. Supervision

Supervision is responsible for administering this policy and for providing equal employment opportunity in all employment practices.

C. Human Resources Department

The Human Resources Department is responsible for the interpretation of this policy and for assisting supervision with its administration.

IV. REGULATIONS

A. Employment

Allegheny shall recruit and select an applicant or employee on the basis of skill, experience, ability, training, and reliability. Allegheny shall maintain employment practices which provide equal employment opportunity.

B. Compensation and Benefits

Allegheny shall maintain compensation and benefit practices which provide equal employment opportunity.

C. Employee Relations

Allegheny shall maintain employee relations practices which provide equal employment opportunity.

D. Disciplinary Action

An employee who fails to observe the stipulations set forth in this policy shall be subject to disciplinary action.

V. PROCEDURE

A. Complaints

1. An employee is encouraged to present a problem or complaint regarding discrimination or an unfair application of policy or practice to supervision.
2. An employee may enlist the aid of the Human Resources Department for interpretation of policy or for assistance in resolution of the problem.
3. An employee may make use of the Complaint Resolution Process to resolve an issue concerning discrimination or a policy or procedure which is being unfairly applied.

B. Resolution

1. Supervision shall provide an atmosphere in which a complaint or problem may be presented by an employee without the fear of reprisal, embarrassment or recrimination.
2. Supervision shall provide for the prompt consideration and resolution of complaints or problems.
3. Supervision shall inform the Human Resources Department of any complaint or problem concerning discrimination.

VI. PROTECTIONS AFFORDED

A. Protection of the Individual Filing the Charge or Complaint

No member of the Allegheny family may be subjected to any form of retaliation for any good faith action. Any form of retaliation is a violation of this Policy and will be grounds for disciplinary action, up to and including termination of employment, and/or denial of permission to participate in any Allegheny program. Individuals who believe they have been subjected to retaliation may seek redress under this Policy.

B. Protection of the Accused Individual

Individuals who believe that a charge has been made in bad faith may seek redress under this Policy.

Approved by: *Conrad A. Libman*
**President and CEO,
Allegheny General Hospital**