



1.7 GENERAL RULES

All employees are required to follow the LADD Mission, Vision and Values, and all policy and procedure at all times. Below are several standards of conduct that all employees must follow that may already be covered in other policies/procedures (see policies listed below); however, we want to make sure that all employees are very familiar with the areas noted below. Failure to comply with the following rules will result in disciplinary action up to and including separation from employment.

1. Employees are expected to follow the company's Mission, Vision, and Values (MVV) and exhibit positive language and behavior that aligns with the Mission, Vision and Values.
2. Because we care for vulnerable people, employees cannot leave the scheduled shift until relieved by another trained employee or released by Management. The Staffing Policy must be followed at all times. All employees must ensure the proper staffing pattern is followed and all care and documentation for the people we support is completed before leaving shift.
3. Employees are being paid to be awake and alert at all times and must do so to ensure the safety of the people supported. Sleeping, dozing or other postures that reduce alertness are prohibited (i.e. employee on the couch/chair with pillow or blanket and/or eyes closed, etc.)
4. Deliberately falsifying records, including but not limited to: documentation, notes, employment application, logging in time on electronic payroll system for other employees, logging into the electronic payroll system when not working, program documentation, etc. is prohibited.
5. Documentation of any kind pertaining to the job is the property of LADD, the person supported and/or the local Contract Agency. Documentation may also be done electronically with a password assigned to each employee. If this is the form of documentation, an employee is never to give out their password to another employee. An employee is not allowed to download, save, or copy any documentation, records, etc. of a person supported and/or of LADD services. This is all protected and confidential information. At no time is documentation to leave the program unless approved by Management and signed out.
6. Employees must maintain confidentiality concerning the people we support and follow all HIPAA requirements. Information concerning the people we support may not be released to any individual or agency without the proper HIPAA releases in place, when unsure contact Management.
7. To provide quality care, we must have honest, ethical employees who Stand In Truth, act with kindness and compassion, communicate with positive intent, and immediately correct and report any wrongdoing. Employees are required to keep the people we support safe at all times and immediately report any instances of inappropriate treatment to a member of Management, and/or Office of Recipient Rights and Adult Protective Services if applicable.
 - a. Employees are prohibited from withholding information concerning any inappropriate treatment of the people who receive support services.
 - b. Employees must cooperate fully with any investigations.
 - c. Employees must work cooperatively with Management and Regulatory Agencies such as the Office of Recipient Rights, Licensing and local Contract Agencies during any investigation and must be honest and forthright with information pertaining to the investigation to remain employed.
8. Possession of weapons, drugs, or alcohol on any premise where support services are provided is prohibited.
9. Fighting or violence of any kind is prohibited.
10. Harassment of any kind or interfering with the work of other employees is prohibited.
11. Insubordination, which includes failure or refusal to obey instructions of Management, is prohibited.
12. Engaging in any sexual activity while on company time or premises is prohibited.

13. Pets are prohibited on the work site unless prior approval is obtained from Management.
14. LADD requires that contacts related to personal issues be kept brief and do not interfere with the job responsibilities. Excessive use of personal electronic devices will be restricted at any time that Management deems necessary to ensure the safety and care of the people, we support. Excessive is defined as anything interfering with the quality of care for the people we support and Job Essentials.
15. Taking photos and/or recordings while on shift at the location or within the community is prohibited. All locations are free from cameras, visual monitors, or audio monitors unless specified in the PCP/IPOS (Service Delivery Policy). Prior permission must be obtained from Management and written authorization from guardians to take any photos and/or recordings of the people we support. This includes with a cell phone or any other electronic device.
16. Employees must follow all policies and procedures of the Federal, State and other Regulatory Agencies.
17. All employees must communicate with positive intent and positive tones. Gossiping and negative tones, comments, and body language is not acceptable. Following our MVV is required to remain employed.
18. Employees must complete all required documentation prior to leaving their shift or may be required to return to work.
19. At no time are employees allowed to leave the work site on a scheduled shift for personal business without prior approval from Management and punching out.
20. The Staff Communication Book is only used for communication between shifts dealing with daily operations. Employee opinions and/or disputes, inappropriate language, and personal problems or views are prohibited.
21. Employees may not use program money without prior authorization and documentation (signed receipts, etc.)
22. Employees are required to follow all state laws while driving, including but not limited to ensuring seat belt usage of all in the vehicle, following posted speed limit signs, and not talking on cell phone while driving. Driving at excessive speed/over the speed limit is not only breaking the law, but also affects the safety of all within the vehicle and will be reported accordingly to the office of Recipient Rights.
23. Employees are not permitted to take, borrow or loan money from or to the people who receive supports from LADD or members of their family under any circumstances. Michigan law makes misuse of a vulnerable person's funds a misdemeanor or felony with the possibility of a two-year imprisonment, a \$25,000 fine or both if convicted of misuse of funds of a vulnerable person. Employees are not to co-mingle funds (i.e. combine person's supported money with employees' money).
 - a. Employee are not permitted to use any items purchased by a person supported.
 - b. Employees are not permitted to use LADD equipment or people supported equipment for personal use, including but not limited to: doing laundry, using the LADD vehicle, etc.
 - c. Theft, sabotage or misuse of any persons supported or company property is strictly prohibited. This includes theft of money, products, inventory, tools or any item, information or idea that belongs to LADD, the people for whom they provide supports, another employee, or visitor. Employees will be prosecuted to the full extent of the law.
 - d. At no time may an employee engage in activities that may result in receiving personal gain while employed by LADD and while working with the people who receive supports.

The Compliance and Ethics Plan outlines standards of conduct for employees as well. The list above is a non-inclusive list; see additional policies below as well as additional guidance in the Employee Handbook/Code of Conduct.

[Click Here to View the Staffing Policy](#)

[Click Here to View the Corporate Compliance and Ethics Plan](#)

[Click Here to View the RECIPIENT RIGHTS REPORTING](#)

[Click Here to View the Harassment and Work Place Violence Policy](#)

[Click Here to View the Drug Policy](#)

