

Michester Inc.

3845 Powder Springs Rd, Suite 102 Powder Springs GA 30127

Tel: 678-791-2696

CODE OF CONDUCT AND ETHICS

Michester Inc Staff and Member Must:

- ❖ Respect all client's and client's premise and property.
- ❖ Not use client's phone for personal calls, get permission to use client's phone to call office, no smoke and/or any kind of alcohol while on duty.
- ❖ Depart from client's home upon completion of duties
- ❖ Complete all assignments before requesting client to sign or initial time slips or service paper/forms
- ❖ Not do anything that is outside of their assigned duties.
- ❖ Be punctual to work, and phone Michester homecare when necessary
- ❖ Not borrow and/or loan, money, and accept any gifts or gratuities from client
- ❖ Not release any information or talk about any client with anyone other than supervisor of services
- ❖ Refrain from confrontational issues while on duty.
- ❖ Refrain from bringing children and unrelated personal belongings to work with them.
- ❖ Have written permission from client and authorization from Michester Homecare Management before given a key to enter client's home.

I acknowledge the receipt of the Code of Conduct and Ethics of Michester Homecare System Staff.

Company Employee

Date