



CODE OF CONDUCT

1. Refrain from using your cell phone at the workplace.
2. Everyone must CLOCK IN and OUT using the number provided by 4 Nurses at Work. Failure to do so may result in not getting paid for that particular shift.
3. It is prohibited to discuss your rate of pay with the clients or other Aides.
4. Please remember that, any changes on a schedule have to be approved by The Management.
5. If you are calling out sick, you must notify management 6 hours before the starting shift.
6. Employee will not ask for excessive days off. Employee must always notify The Management two weeks in advance of time off, unless in dire emergencies and unusual circumstances.
7. While The Management is doing their best to replace you in case of an emergency, your collaboration is also required.
8. Under NO circumstances, is one allowed to leave the workplace without The Management consent.
9. Employee must agree to fill-in for Caregivers unable to make it to their shift because one may need the same from them at some future point.
10. You "MAY NOT" schedule your friend or co-worker to work for you, all substitutes must be arranged through Management.
11. It's unprofessional to bring your personal matters to work. The client does not need to know about your private life.
12. You "MAY NOT" bring company to work with you.
13. "NO CALL, NO SHOW" are grounds for immediate termination.
14. Payroll is every two weeks. Time sheets are expected on the Monday morning before noon following these two weeks.
15. Time sheets must be written clearly & neatly and must be signed by the aide and by the client. (Daily signature is required.)
16. Employee MUST have a checking or saving account in order to work with us which will allow us automatic deposit of your pay.

17. You MUST adhere to the "DRESS CODE"

- Uniforms must be worn when going to a CLIENT'S HOME and NURSING HOMES. (no flip flops, no open toe shoes)
- Casual clothes must be worn when going to "ASSISTED LIVING" (Ex: Khaki Pants & Polo Shirt) (no flip flops, no open toe shoes.) Slacks must cover the legs. No Capri pants.

18. No one is allowed on the patient/client's property on his/her day/s off.

19. Employee must respect the client's belongings such as: Credit/debit cards, checking/saving accounts, cash, etc.

20. Employee will never make any private arrangements with or provide care independently to any 4 Nurses at Work client during his/her employment and for one year after leaving employment with The Company.

21. Employee agrees to provide 4 Nurses at Work two (2) weeks written notice if he/she decides to terminate his/her employment.

22. Please leave the workplace neat and clean when your shift is over.

Employee Signature: _____ Date: _____

Management Signature: _____ Date: _____