

<b>LHC GROUP, INC.</b>	<b>ETHICAL BEHAVIOR AND CONFLICTS OF INTEREST</b>
EFFECTIVE DATE: 05/01/99	DIVISION: LHC ADMINISTRATIVE
REVISED DATE: 01/01/09, 02/01/2014, 05/01/14, 07/01/16	CHAPTER: HUMAN RESOURCES
APPROVED BY: POLICY COMMITTEE	POLICY NUMBER: 2.3.013
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**PURPOSE:**

To explain acceptable behavior and standards of conflict as set forth by LHC Group.

**POLICY:**

All employees have an obligation to act in an ethical manner in dealings with LHC Group employees, customers, patients and any third party. In this regard, employees are required to be honest, to be forthright and to take no action or make statements or engage in any conduct which is unethical, improper or which could create the appearance of impropriety.

Employees must also ensure that they do not engage in any conflict of interest. In this regard, employees shall not engage in any activity or conduct which is contrary to the exclusive interests of, or in conflict with the exclusive interests of LHC Group.

**PROCEDURE:**

1. Employees shall not engage in any conduct, take any actions or make statements which negatively reflect upon LHC Group and/or in any way harm or potentially cause harm to LHC Group's image, reputation or good will.
2. All business opportunities presented to employees during the course and scope of their employment, or while employed with LHC Group are to be used for the benefit of LHC Group only.
3. Employees shall not take any position contrary to LHC Group's interests or inconsistent with an employee's employment with LHC Group.
4. Employees shall not, for their own interests or for the interests of others, compete with LHC Group or engage in competition with LHC Group unless approved by Senior Management and Human Resources
5. Personal and organizational problems are not to be discussed with patients or their families.
6. Information regarding patients and their family are not to be discussed with other patients and families. Employees are not allowed to discuss patient information with others outside the organization, except with the patient's physician, referral sources, the patient's immediate family, and other authorized care team members. This sharing of information is only on a need to know basis.
7. Staff must display respect for patient rights at all times.
8. Staff should not accept substantial gifts, tips, or other gratuities from the patient or family.
9. Upon hire, all employees will sign a Confidentiality and Non-Disclosure Agreement.

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10. Employees who are arrested for any reason must disclose the circumstances of the arrest to Human Resources within 48 hours of the arrest taking place. Employment status may be suspended depending on the nature of the arrest.

11. It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that are strictly prohibited and which may result in disciplinary action, including suspension, demotion, or termination of employment:

- a. Theft of Company property, employee property, and customer or patient property;
- b. Falsifying Company records and documents;
- c. Possession of weapons and firearms during Company time and/or on Company property;
- d. Deliberate or careless damage of Company property or the property of any employee or patient;
- e. Reporting to work and/or working under the influence of illegal drugs or alcohol;
- f. The unauthorized use of Company property, time, materials, or facilities;
- g. Failure to follow Company safety rules and procedures;
- h. Fighting, abusive conduct or language, threatening conduct or language, and disruptive behavior;
- i. Any form of harassment or discriminatory conduct;
- j. Failure on the part of an employee to conduct him or herself in a courteous manner or to respect the rights of other individuals;
- k. Engaging in actual or perceived conflicts of interest or in conduct which is detrimental to the interests of LHC Group;
- l. Failure to wear required personal protective equipment;
- m. Failure to timely report to work absent an approved accommodation;
- n. Unreported or unauthorized absences;
- o. Engaging in criminal conduct whether or not related to job performance;

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- p. Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another employee's;
- q. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any supervisor or member of management;
- r. Working overtime without authorization or refusing to work assigned overtime;
- s. Encouraging or permitting an employee to work “off the clock”;
- t. Failing to observe working schedules, including rest and lunch periods;
- u. Engaging in violation of Company policies and procedures.

Required:

- a. All employees must conduct themselves in a courteous manner and must respect the rights of other individuals.
- b. Timeliness in reporting to work and being prepared to work is required.
- c. A neat, presentable appearance and friendly demeanor is required.