

Non Solicitation/Illegal Remuneration

Helping Restore Ability does not reimburse or provide incentives to physicians, durable equipment providers, family or other referral entities for patient referrals for hospice services. You may not solicit patients for the agency. Employees found in violation of this non-solicitation policy will be subject to discipline up to and including termination of employment.

Gifts, Tips and Favors, Received or Given

Helping Restore Ability employees may not request or accept gifts, tips, entertainment, payment, personal loans, or favors from clients and/or family members of clients. Any such gifts or offers must be returned to the client and/or family member of the client with an explanation that our policy does not permit their acceptance.

It is never permissible to accept a gift in cash or cash equivalent such as stocks, gift cards, or other forms of marketable securities of any amount.

Employees may accept for themselves common courtesies usually associated with customary business practices. These include, but are not limited to:

- Gifts of small value from vendors such as calendars, pens, pads, etc.
- Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc.

Employees may give common courtesies usually associated with customary business practices, if they meet the following criteria:

- Consistent with accepted business practices.
- They are of sufficiently limited value (under \$10) and in a form that will not be construed as a bribe or payoff.
- They are not in violation of applicable law, licensure standards and generally accepted ethical standards.
- Public disclosure of the facts will not embarrass the Agency.

Employees may not purchase, offer to purchase or borrow belongings of clients or family members.

If you are in doubt about whether any situation relating to this policy, request the advice of the Human Resource Director and/or CEO.

Any violation of this policy may subject the employee to disciplinary action up to and including termination.

If you have knowledge of any violation of this policy, you should promptly report such violation to your Attendant Manager or the Human Resource Director.