



# ***Health Source Group, Inc.***

## **Code of Ethics and Business Conduct**

### **COMPLIANCE PLAN Compliance Program Overview**

Health Source Group, Inc. has been and continues to be committed to conducting its business in full compliance with Federal, State, and local laws. Business integrity and conformity with this high standard are fundamental to HSG's company policy and management values.

The company's compliance plan is designed to provide support and guidance for all our employees. The program focuses on the prevention and detection of violations as well as reducing the prospect of unlawful or immoral conduct. At the same time, as a self-governance program, HSG provides mechanisms for reporting and investigating behavior inconsistent with our high moral standards.

#### **Goals:**

- Professional and ethical behavior is expected of all HSG employees. Breaches of any protocol must be reported immediately to Manager and/or Director of your local area.
- HSG hiring standards and practices are adhered to by all personnel.
- Services will meet or exceed the high standards of quality care which are empowered in all HSG employees.
- All policies and procedures regarding HSG nursing clinical competency tests must be adhered to by all HSG employees.
- Any identified wrongdoing will be corrected in a timely manner.
- Ensure the competence and commitment of the company employees.
- Invoices are fair and accurate and all information required to support payment is properly documented.
- Marketing and other business practices comply with applicable regulatory standards.



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- ***SPEED***
- ***SERVICE***
- ***ACCURACY***

*These are the values which HSG believes, shares, and strive to attain for each employee and Client. We believe the following workplace and ethic policies will enable our employees to be guided in their performance of their duties and responsibilities. We are proud of the exceptional services we provide, and as such, believe our continued success relies on commitment to an ethical work environment. In this regard, we will continue to strive to fulfill our obligations to our Clients and employees in accordance with the highest professional, moral, and ethical standards possible.*

- **Obey the Law**
  - It is the duty of each employee to be aware of, and to comply with, all laws and regulations relating to company activities.
- **Promote a Positive Work Environment**
  - All employees want and deserve a workplace where they are treated fairly and where they feel respected and appreciated. Harassment or discrimination on the basis of race, color, religion, gender, age, national origin, disability, sexual orientation, veteran or marital status is strictly prohibited.
- **Provide the Highest Standard of Care**
  - All employees must strive to provide the highest quality health care services in response to the needs of our Clients.
- **Keep Accurate and Complete Records**
  - Company documents must be accurately maintained. Under no circumstances may any documents be falsified or wrongfully destroyed.
- **Avoid Illegal and Questionable Gifts or Favors**
  - Do not accept or receive gifts or other favors which might be seen by others to influence your judgment or actions with respect to company activities.
  - It is the policy of the Company that under no circumstances may any gift or favor be given to any public official as an inducement for preferential treatment
  - Company funds or property should not be used for any political purposes. Use of Company time or premises to solicit political contributions is strictly prohibited, except where permitted by law and approved by the Company.
- **Strictly Adhere to All Antitrust Laws**
  - Federal and state antitrust laws help to maintain healthy competition among companies. Under these laws, employees are prohibited from making any agreements "in restraint of

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trade” such as price fixing among competitors, and any practices involving boycotting of clients, harassing a competitor, stealing secrets, bribery, kickbacks and inducements.

- Do not make false or misleading statements about competitors or their products or services.

## **Code of Ethics and Business Conduct, Continued**

- **Conflicts of Interest**

- You may not participate in any transaction involving the Company and an entity in which you have a personal interest.
- Do not engage in any personal conduct that may conflict with the interests of the Company of its Clients. Such issues may include lavish gifts and entertainment, personal investment or outside employment.
- Avoid any relationship, influence or activity that might impair your ability to make objective and fair decisions in performing your job.

- **Carefully Negotiate and Perform Contracts**

- In contract negotiations there must be a commitment to dealing fairly and honestly with Clients
- Once awarded, all contracts must be performed in compliances with specifications, requirements and clauses

- **Protect Yourself**

- All employees are responsible for compliance with environmental, health, and safety laws and regulations. Do not perform any activity you believe to be unsafe
- HSG is committed to providing a drug-free, smoke-free, safe and healthy environment

- **Proper Use of Proprietary Information and Company Assets**

- It is the responsibility of each employee to use and maintain Company and Client property, facilities and equipment with the utmost care and respect
- All employees are responsible for complying with the requirements of Company trademarks and licenses
- The use of any proprietary or confidential information learned in the course of employment for personal benefit is prohibited. This includes software copyright licenses. Keep all proprietary information protected and secure
- Supplies and equipment purchased by the Company are intended solely for use in Company business, unless otherwise indicated by written notification.

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### Acknowledgment and Receipt

I have received a copy of the HSG *Code of Ethics and Business Conduct*. I understand that I am responsible for knowing and complying with the principles and standards set forth in the Code. I am aware that failure to comply can result in disciplinary actions up to and including dismissal.

*Signature:*

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*Full Name:*

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*Title:*

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*Department or Branch:*

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*Date:*

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