

104 Business Ethics & Conduct

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Purpose: To maintain Pine Haven Christian Communities' reputation of conducting business with integrity and high ethical standards. Pine Haven Christian Communities conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all applicable laws and regulations. We expect all trustees, employees, and volunteers to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from doing anything that is illegal, dishonest, or unethical.

We expect Pine Haven Christian Communities' employees to be ethical in their conduct. It affects our reputation and success, which depends on our residents' and the community's trust. It is each employee's duty to Pine Haven and to our residents to act in ways that will earn the continued trust and confidence of the public. Pine Haven requires employees to carefully follow all laws and regulations and to have the highest standards of conduct and personal integrity. Employees will not engage in conduct or activity that may raise questions as to the honesty, impartiality, or reputation of Pine Haven Christian Communities or to otherwise cause embarrassment to the organization.

To ensure ethical and impartial business, it is prohibited for Pine Haven Christian Communities employees to:

- Offer, accept, or solicit money, property, services or other items of value by way of gift, favor, inducement, or loan with the intent that the offer would influence or the recipient would be influenced by such conduct in the discharge of their duties.
- Use their position, uniform, or name badge to secure special advantage in business, personal gain, or other benefit derived from such relationship.
- Use any company-owned facility, equipment, materials, or vehicle for their personal use or benefit, or for the personal use or benefit of any other individual. No employee shall have unauthorized possession of company property.
- Invest or hold a financial interest, directly or indirectly, in any business entity, transaction, or business endeavor that would create a conflict between the employee's duty to uphold the organization's trust and the individual's private interest.
- Company employees may be offered honorariums. If the employee is being paid by the company for the time for which the honorarium will be received, the honorarium will be rejected.

Employees are prohibited from accepting tips or gifts from residents or their families. If a family or individual wishes to show appreciation to staff members, it is suggested that something such as baked goods or candy could be provided in an employee break room for all to enjoy or that a monetary donation could be made to Pine Haven Christian Home, Inc.

In general, using good judgment and following high ethical principles will guide acceptable conduct. However, if an employee is unsure whether an action is ethical or proper, the employee should discuss the matter openly with his/her Supervisor and/or the Director of Human Resources.