Code of Conduct

**Working together with HART** *(Honesty, Accountability, Respect & Teamwork)*

**HONESTY**

*We act with compassion, kindness and integrity while respecting each person’s privacy and dignity.*

- I acknowledge and greet others and speak in a manner that is easily understood as considerate and empathetic.
- I value the contributions of all members of the team regardless of role or title and participate in active listening.
- I make every effort to address the needs of our patients/residents/clients/volunteers/staff.
- I will consider the impact of my actions or comments to ensure I am forthright and fair.

**ACCOUNTABILITY**

*We conduct ourselves with the highest standard of personal and professional behavior.*

- I take responsibility for my work and follow through with all tasks doing what I say I will do.
- I come to work on time and on a regular and reliable basis while following ARH policies and procedures.
- I understand and work toward supporting the vision, mission and values of ARH.
- I support and recognize the positive qualities of ARH, our patients/residents/clients and staff.

**RESPECT**

*We treat each other as we would like to be treated.*

- I acknowledge and greet others and speak in a manner that is easily understood as considerate and empathetic.
- I value the contributions of all members of the team regardless of role or title and participate in active listening.
- I will avoid negativity, gossip and derogatory comments about others either in their presence or behind their back.
- I understand that a respectful workplace is everyone’s responsibility and starts with me.

**TEAMWORK**

*We work together for the care and safety of our patients, residents, clients, community and one another.*

- I take personal responsibility and recognize the importance of my contribution to ARH’s fulfillment of our vision, mission and goals.
- I promote cooperation between all services, departments and ARH sites.
- I take pride in the workplace, while maintaining cleanliness, safety and responsible use of facilities and resources.
- I am a positive member of my group who collaborates and takes pride in the ARH team as a whole.

I commit to living our values as outlined above.

Name (print)  

________________________________________

Signature  

________________________________________

Date  

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