Trauma Trust

EMPLOYEE HANDBOOK



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**INTRODUCTION**

We hope this manual will help you to understand and enjoy your position with Trauma Trust. This manual and other plan documents referred to herein; reflect a general description of the policies, procedures, rules and benefits of employment. Neither the policies contained in this manual, the plan documents, or any other written or verbal communication, are intended to, nor do they create a contract of employment, guarantee of employment or warranty of benefits. The policies contained in this manual may be added to, deleted, or changed by Trauma Trust at any time.

Employees of Trauma Trust are employed at-will and are free to resign or leave employment at any time, for any or no reason. Likewise, Trauma Trust is free to discontinue your employment at any time for any reason or no reason without notice.

#### EQUAL OPPORTUNITY EMPLOYMENT

Our company is committed to equal employment opportunity. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training. We will not discriminate against employees or applicants on the basis of veteran status, race, color, religion, sex, marital status, national origin, age, presence of any sensory, mental or physical disability, or any other basis prohibited by Federal, State or Local Laws. You may discuss equal employment opportunity related questions or concerns about discrimination in the workplace with your immediate supervisor or any other member of management. Employees can raise concerns or make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

### REASONABLE ACCOMODATION

Trauma Trust is committed to complying fully with the Americans with Disabilities Act (ADA) and other applicable federal, state, and local laws. Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. Trauma Trust will attempt to reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of the job, unless doing so would create an undue hardship for the operations of the company.

SECTION I

EMPLOYER-EMPLOYEE RELATIONS

**A. JOB DESCRIPTIONS**

You will receive a detailed written description of your position covering all areas of responsibility, reporting relationships, and qualifications needed to perform the job. Your job description will be updated on an annual basis, or as needed.

**B. EMPLOYEE STATUS- PROBATIONARY PERIOD**

Two classifications of employee status exist within Trauma Trust; exempt and non-exempt.

All employees will serve a probationary period of **90 days** from the first day of employment after which they will be considered a regular employee. Management reserves the right to extend the probationary period. **Employees are not allowed to use vacation or sick leave benefits during this three-month period.**

Full-time employees are those who have completed the probationary period of 90 days, or as determined by the manager, and who are regularly scheduled to work 32 or more hours per week. They receive the benefits of full-time status as described in this manual with the exception of PTO/EIB accruals which are pro-rated for hours worked per pay period.

Part-time regular employees are those who have completed the introductory employment period of 90 days and are regularly scheduled to work a minimum of 20 hours per week, but less than 32 hours per week. They do not receive disability benefits, unless they elect to do so and pay for the benefits through salary deduction.

Employees who are scheduled for less than 20 hours per week and all temporary employees are ineligible for benefits.

**C. PERFORMANCE EVALUATIONS AND SALARY REVIEW**

Trauma Trust leadership will schedule a review with you at the end of your three-month probationary period, and annually on or around your hire date, to conduct an evaluation of your performance. Written performance appraisals will be discussed with you. You will be asked to sign a copy of any written performance appraisal, which will then become an official part of your personnel file. Employee salaries will also be reviewed annually. Review does not mean an automatic increase in salary.

**D. EMPLOYEE RECORDS**

Your personnel file contains important information on your job classification. It also includes your performance evaluation reports as well as your salary history. These records are confidential. You may review your personnel file on site, once per year with reasonable notice to the Operations Manager.

## E. REST AND MEAL PERIODS

## Rest Periods:

## Non- exempt employees shall be allowed a paid rest period of 15 minutes for each four hours of working time. Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen minutes for each four hours worked, scheduled rest periods are not required.

## Rest periods may not be taken at the beginning or end of the workday and may not be transferred.

# Meal Periods:

## All Non-Exempt employees are scheduled thirty-minute meal periods beginning no less than two hours or more than five hours from the beginning of their shifts.

## Non-Exempt employees shall not be required to work more than five consecutive hours without a meal period.

## During meal periods employees must be entirely relieved from all duty and may not be required to remain at the work station or on the premises. Meal periods are unpaid. If interrupted meal periods are required on a continuing basis, a written mutual agreement must exist with the employee and Operations Manager.

## Non-Exempt employees working three or more hours longer than their normally scheduled work day will be allowed at least a thirty-minute unpaid meal period prior to or during the extra hours worked. Meal periods shall be on Trauma Trust’s time (paid) when the employee is required by management to remain on duty on the premises or at a prescribed work site in the interest of the organization.

**F. CONTINUING EDUCATION**

Professional licensed staff is expected to earn CME credits each year. It is the responsibility of the staff to maintain certification within their profession’s standards and continue and maintain certification in ACLS, and ATLS if applicable to their job description. Failure to maintain any of these requirements may result in discipline, up to and including termination.

SECTION II

EMPLOYEE COMPENSATION AND REIMBURSEMENT

**A. COMPENSATION/PAYDAY**

Paychecks will be issued biweekly on Friday following the end of the pay period. When paydays fall on holidays, paychecks will be issued the next business workday.

Social Security taxes, federal and state unemployment taxes and federal income tax are automatically deducted from your paycheck. If you wish to take additional payroll deductions, or if you have any questions regarding your paycheck or your deductions, please feel free to discuss them and make arrangements with the Operations Manager.

**B. OVERTIME**

Overtime is paid to eligible **non-exempt** employees in accordance with state and federal wage-hour laws, and in accordance with Trauma Trust’s policy.

1. Overtime is defined as hours in excess of 40 hours per seven- day work week.
2. An employee may not waive statutory overtime.
3. Overtime must generally be approved in advance by department management.

**Company policy prohibits engaging in off-the-clock or unrecorded work.**

**C. TIMEKEEPING REQUIREMENTS**

All non-exempt employees are required to complete, sign and submit a bi-weekly Time Record that shows the total number of hours worked, meal periods, overtime, and absences due to sickness, holidays and vacation.

It is each employee’s responsibility to sign the time record to certify the accuracy of all time recorded.

SECTION III

EMPLOYEE LEAVE

**A. EDUCATION PAY**

Full time Mid- Level and Physician employees are allowed up to 7 days of education leave, with pay, each year. Expenses for approved CME courses, expenses, dues, and memberships will be paid up to $2500 per year for PA’s and ARNP’s and $3000 per year for Physicians upon submission of proof of payment of such.

Funding will not be reimbursed after 90 days from date of attendance for conferences or 90 days from date of purchase of tangible items. CME funds accrue up to one year, but unused amounts will not be paid out as cash at year end.

**B. ANNUAL PTO AND SICK LEAVE**

See PTO/EIB policy

**C. MEDICAL LEAVE**

### Washington State Family Care Act:

### Employees are entitled to use their choice of sick leave (EIB) or other paid time off (PTO) that have accrued to:

* Care for a child with a health condition that requires treatment or supervision;
* Care for a spouse, parent, parent-in-law, or grandparent, who has a serious health condition or an emergency health condition
* Care for children 18 years and older with disabilities that make them incapable of self-care

### Employee is not allowed to use PTO or EIB accruals for the first 90 days of employment.

### Employee is allowed medical disability leave and is entitled to return to work when released by the employee’s health care provider. The medical disability leave is based on the employee’s individual condition and may include all the time the employee’s health care provider determines the employee is unable to work. Employee will be able to access the accrued PTO and EIB balances for the duration of the medical disability leave until those balances are exhausted. The employee then goes into an unpaid status, but benefits will continue for the duration of the medical leave up to 8 weeks.

If the employee chooses not to return to work for 60 days or more or to return to work at a lower FTE than he or she had when leave was granted for reasons other than a continued serious health condition of the employee or the employee’s family member or a circumstance beyond the employee’s control, the employer will require the employee to reimburse the employer the amount it paid for the employee’s health insurance premium during the leave period in which the employee became unpaid.

**Medical disability leave eligibility must include one of the reasons below:**

1. The birth of a child and in order to care of that child
2. The placement of a child for adoption or foster care and to care for the newly placed child
3. To care for a spouse, minor child, disabled adult child, or parent with a serious health condition.
4. The serious health condition of the employee.

An employee must work for the employer for at least 12 months, although those months need not be consecutive, before the employee is entitled to leave. In addition, the employee must have worked for at least 1,250 hours during the last 12 months before the leave is to commence.

**D. BEREAVEMENT LEAVE**

A maximum leave of 3 consecutive working days with pay will be provided for you in the event of a death in your immediate family. This includes and is limited to: parent, spouse, child, legal guardian, brother, sister, mother-in-law or father-in-law, and grandparents. If you must remain away longer than 3 consecutive working days, the additional time will be deducted from your accumulated PTO. Time off longer than 3 consecutive working days should be discussed with your manager to accommodate schedule changes and staffing needs.

**E. JURY DUTY**.

**a**. Employees receiving a prospective juror questionnaire should notify their Trauma Trust leadership to determine whether jury duty would pose a hardship to the department. Individuals in key patient care or business positions may request to be excused from jury duty or to defer the date of the beginning of service.

**b**. Employees actually summoned to report for jury duty in a Municipal or Superior Court must promptly notify their Medical Director and Manager, and provide a copy of the summons immediately upon receipt.

**c**. Trauma Trust will grant the necessary time off with pay. Wages will be supplemental and paid by deducting the court jury duty payments in order to make the employee whole-equal to their regular pay rate. Jury duty is paid at regular straight time rate for the normally scheduled workday and shift.

1. Time spent on jury duty is not considered time worked for the purpose of computing overtime pay or accrual of PTO/EIB.

**d**. Day shift (including 12-hour shifts between 7am and 7 pm) employees are expected to report for the balance of their scheduled workday when they are excused from jury service and can reasonably expect to reach their work locations at least two hours before the end of their

regular shift.

**e**. Paid time off for jury service is granted to regular full-time and part time employees only.

**f**. Evening shift employees serving on jury duty are not expected to work their regular shift on evenings or nights while simultaneously serving on jury duty. However, if an evening or night shift employee is excused from jury service on any scheduled work day, he or she must contact the scheduling PA or Medical Director to ascertain if needed for their shift. If the employee is needed but declines to come in for their shift, he/she must use PTO to cover the day.

**F. COURT LEAVE**

If you are subpoenaed to appear in court as a witness on behalf of the Trauma Trust, you will be granted leave with pay. Employees are expected to notify their Medical Director and Manager promptly when required to appear in court.

If employee is subpoenaed to appear in court when it is not on behalf of the Trauma Trust, the employee is required to use available PTO for the day off if within their regular shift. Unpaid time off is granted only if the employee has no available balance in his/her PTO bank. The employee may not use EIT for Court testimony time.

**G. LEAVE WITHOUT PAY**

If you do not have sufficient vacation to cover a necessary absence that does not qualify for Medical Leave pay, you may apply for a leave without pay. The Operations Manager must approve all leaves without pay. Insurance benefits continue through the end of the month your leave begins. COBRA continuation of insurance benefits may continue past the first of the month following your leave up to 18 months providing you assume responsibility and pay all premiums. All other benefits are held in abeyance until you return.

## H. LEAVE OF ABSENCE

Employee may be granted a leave of absence without pay, at the discretion of the Trauma Trust leadership for as long as one year for reasons of a personal, family, educational, civic, or military service nature. Employee must exhaust all vacation and/or sick leave prior to being granted such leave. If employee does take an approved leave of absence (other than military duty in time of active war), Trauma Trust will attempt to place employee in their former role, or a comparable position, when employee returns. Employee’s LOA arriving from active military duty in time of war, will be guaranteed their position or like position upon their return. Vacation and sick leave do not accrue during a leave of absence. Insurance benefits continue through the end of the month your leave begins. COBRA continuation of insurance benefits may continue past the first of the month following your leave up to 18 months providing you assume responsibility and pay all premiums. All other benefits are held in abeyance until you return.

## I. HOLIDAYS

The office observes the following paid holidays. Part-time employees will not be paid for holidays that fall on their usual day off. The office will be closed on these dates:

New Years’ Day

 Presidents Day

 Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Any holiday that falls on a Saturday is observed on the preceding Friday. Any holiday that falls on a Sunday is observed on the following Monday. Any employee working on a holiday (non-exempt employees with permission from Manager) will not be charged PTO for that holiday worked. Mid-Level Providers who work a holiday will be allowed compensatory time (9 hours).

**J. \_EMERGENCY SHUTDOWNS**

In the case of emergency shutdown (such as power outages or snow), if you are sent home by one of your Managers, you will be paid for the remainder of your scheduled workday.

For non-exempt employees in the event of bad weather prior to reporting for work, the Manager will determine if the office is to operate for the day. If the office is closed, and the employee receives notification within 2 hours of their normal scheduled start time, the employee will not be paid for the day. If the office is to operate as normal and you fail to report for work, you will not be paid for the day. Each employee is responsible for phoning his or her Manager for instructions.

Employees will make every attempt to come to work on their regularly scheduled day regardless of inclement weather.

SECTION IV

EMPLOYEE BENEFITS

**A. MEDICAL COVERAGE**

The Trauma Trust provides medical insurance coverage for you at a discounted cost if you are a full-time regular or a part-time regular employee. Coverage begins on the first day of the month following the start date of employment.

Part-time regular employees are those who are regularly scheduled to work a minimum of 20 hours per week, but less than 32 hours per week.

**B. DENTAL COVERAGE**

The Trauma Trust provides dental insurance coverage for you at discounted cost if you are a full-time regular or a part-time regular employee. Coverage begins on the first day of the month following the start date of employment.

Part-time regular employees are those who are regularly scheduled to work a minimum of 20 hours per week, but less than 32 hours per week.

###### **C. DISABILITY INSURANCE**

Trauma Trust provides long term disability insurance coverage for you at no cost if you are a full time regular employee. Coverage will be offered to new employees 30 days after the first day of employment. Life and Accidental Death & Dismemberment is provided by Trauma Trust. Voluntary Supplemental Life Insurance is available to all employees. Premiums for VSLI are the employee’s responsibility.

# D. RETIREMENT PLAN

Full-time and part-time employees are included in the retirement plan as more specifically set forth in the retirement plan documents.

SECTION V

SEPARTION FROM EMPLOYMENT

**A. RESIGNATION OR RETIREMENT**

All employees are employed “at-will”. This means that either the employer or the employee is free to terminate the employment at their discretion without notice or without cause.

We request that administrative employees give four weeks written notice or longer, if possible, to allow us to hire and train a replacement. Mid-levels and Physicians are required to give 60 and 90 days’ notice respectively per employment contracts.

EIB accruals are **not** payable upon leaving Trauma Trust employment.

Upon resignation or retirement without the appropriate length of written notice as stated above, an employee shall not be paid out for unused vacation.

**B. TERMINATION**

All employees are expected to conduct themselves in a manner, which is conducive to the safe, efficient and professional operation of the company. Employment may be terminated with or without cause by management at any time.

Employees that violate company policies or State or Federal laws shall be subject to a summary dismissal. A summary dismissal means that the employee shall not be paid for unused vacation, and shall only receive compensation for bonus work based upon actual collections as of the date of termination.

SECTION VI

GENERAL INFORMATION

**A. CONFIDENTIALITY**

An as employee of Trauma Trust, you are bound by State and Federal Laws, Statues, Regulations and Rules. This means that information entrusted to you regarding PHI (Protected Health Information), must be treated as completely confidential under HIPAA. Any improper handling of records pertaining to a patient will subject the employee to discipline, up to and including termination (summary dismissal) and potential legal action.

Employees are expected to not disclose any confidential financial data or other non-public proprietary company information.

**B. SMOKING**

Smoking is not allowed anywhere on either of the the hospital campuses.

### C. CONFLICT OF INTEREST

Employee must refrain from any activity or from having any financial interest that is inconsistent with Company’s best interest.

### D. NON-HARASSMENT POLICY

Trauma Trust does not allow harassment of any kind. Harassment includes, but is not limited to, using abusive language, including ethnic, racial or sexual slurs; gossiping about others, threatening other employees and sexual harassment. Harassment may include, but is not limited to verbal, written or posted (social media). Sexual harassment is defined as sexual advances, requests for sexual favors, threats or insinuation, either explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect any condition of employment or career development. It also includes other conduct in the workplace, such as unwelcome sexual flirtation, advances or propositions, graphic verbal comments, sexually degrading words used to describe and individual or the display in the workplace of sexually suggestive objects or pictures, whether committed by supervisors or non-supervisory personnel. All employees are expected to work actively to maintain a workplace, which is free from all harassment.

Employees are required to immediately report any instances of sexual or discriminatory harassment directed toward them or observed by them. Incidents cannot be investigated or appropriate action taken without specific information from a person with direct knowledge of the situation. Specific dates, times, places and details as to what was said and done are important if a complaint is to be properly investigated. Employees should normally notify the supervisor. If the complaint is directed against the supervisor, it should be taken to the supervisor of that person or to any of the physicians.

An employee’s concerns will be promptly and impartially investigated with an emphasis on confidentiality consistent with the conduct of a thorough investigation. To report suspected violations of policy, refer to **Appendix A.**

There will be no retaliation against any employee making a harassment complaint. Any Manager, Physician, Mid-level Provider, or any other employee of the Trauma Trust, who is found, after appropriate investigation, to have engaged in harassment, of whatever nature, will be subject to appropriate disciplinary action, up to and including termination.

### E. WORK RELATED INJURIES

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### Employees are required to inform the Operations Manager as soon as is reasonably possible of any work related injuries the employee sustains.

### F. SUBSTANCE ABUSE

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**Prohibited Conduct**

1. Being under the influence (defined as having any detectable amount in his/her body) of alcohol or any drugs that are illegal under Federal or State law (including marijuana) or an unauthorized controlled substance while at work.
	1. Employees taking prescribed controlled substances must review with their health care provider, whether use will affect ability to perform the essential functions of their job. Recommendations by the health care provider must be provided to the Trauma Trust management.
2. The use of alcohol or any drug that is illegal under Federal and/or State law (including marijuana) or an unauthorized controlled substance while at work.
3. The unlawful manufacture, sale, distribution, dispensation, diversion, or possession of a controlled substance.

Licensed Staff who test positive for controlled substances or alcohol will be reported in accordance with regulations, to the State Disciplinary Board that governs that employee’s licensure.

Maintenance of license authority by an impaired nurse or other licensed staff may require participation in a recovery program as sanctioned by the State of Washington.

### Criminal convictions

Federal law requires that any employee convicted of a criminal drug statute for a violation occurring in the workplace, must inform the Operations Manager (HR) in writing no later than five (5) days after such conviction (or if employee pleads no contest or is sentenced).

### G. FACILITY POLICIES

Trauma Trust recognizes that their employees are performing business operations at facilities that are governed by existing policies. Trauma Trust employees are required to adhere to the MultiCare and CHI- Franciscan employee policies that relate to their personal conduct.

## H. DRESS CODE

As an employee of the Trauma Trust, you are required to conduct yourself in a professional manner at all times. The following types of clothing are considered inappropriate for work;

jeans (except on Fridays) overalls, shorts, sundresses, t-shirts, tight stretch pants, and see through clothing. All employees must practice good personal hygiene. Strong perfumes should not be used.

### I. CONDUCT TOWARDS CO-WORKERS

Activities of threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors will not be tolerated. Each employee is expected to work in a cooperative manner with management/supervisors, co-workers, patients, vendors and other department staff.

### J. ELECTRONIC COMMUNICATIONS

Employee must limit to a reasonable amount of time (management judgement) the use of computers, email, and cell phones for private activities during work hours.

### K. SOCIAL MEDIA

At no time is employee allowed to post comments, pictures, or videos that would in any way reveal protected PHI or patient identity in violation of HIPPA.

### L. PROGRESSIVE GUIDANCE

Professional, safe, and lawful conduct is expected from employees at all times. In situations that require management to discipline or otherwise affect employee due to violations of behavior or job performance, management will engage in an investigative process and determine if subsequent disciplinary actions are to be taken and at what level of action. These actions may range from initial verbal warning, written warning, suspension, and/or termination.

**Appendix A**

**Reporting Issues and Concerns:**

1. In the event that an employee believes there has been a violation of policy, practices, compliance issues, unethical, or illegal behavior, a complaint should be filed with the Medical Director and/or Manager.
2. It is the responsibility of every employee to bring suspected violations to the attention of the Medical Director and/or Manager. Failure to report a concern may result in disciplinary action. **No employee will be penalized, or retaliated against for raising legitimate issues or concerns**. The Medical Director and Manager will conduct a prompt investigation. Any established incidents of violations by any employee will result in severe disciplinary action, up to and including termination.
3. Reporting process to follow:
* Discuss the issue with your immediate supervisor. If employee is not comfortable discussing with immediate supervisor, go to next step.
* Discuss the issue with a higher-level manager. If employee is not comfortable with this step, go to next step.
* Discuss the issue with one of the hospital’s Human Resources, Legal Services, or Compliance Office.
* MultiCare Confidential Compliance Hotline: 253.459.8300 or CHI-Franciscan Ethics Alert Line at 1-800-261-5607

 **TRAUMA TRUST CODE OF CONDUCT**

All employees shall abide by the core values expressed in the Code of Conduct. The Code of Conduct requires that all employees conduct themselves according to the highest standards of fairness, decency, and professional and personal integrity and that employees act in good faith, within the scope of their authority, within the law, and within Trauma Trust policies.

* Compassionately deliver appropriate, effective, quality care to patients.
* Obey the applicable laws and regulations governing our business conduct, including billing for services.
* Be honest, fair, and trustworthy in all Trauma Trust activities and relationships.
* Foster an atmosphere in which equal opportunity extends to every member of the diverse community.
* Avoid all conflicts of interest between work and personal affairs.
* Keep business transactions with suppliers, contractors, and other third parties free from offers of solicitation of gifts and favors, or other improper inducements.
* Sustain, through leadership at all levels, a culture where ethical conduct is recognized, valued, and exemplified by all employees.
* Treat all employees with respect, dignity, and fairness.
* Obey the applicable laws and regulations governing our business conduct, including billing for services.