

*Your surgery center should have a written policy on supply pilfering and its consequences. Following is a condensed version of the policy for Cypress Ambulatory Surgery Center (referred to as the Company).*

### **COMPANY PROPERTY**

To ensure the safety and welfare of employees and invitees, the Company reserves the right, on reasonable suspicion that Company policy is being violated, to conduct searches or inspections of employees and their desks, personal effects, lockers, lunch boxes, purses, baggage and any other property located on Company premises or work sites, their private vehicles, if parked on Company premises or work sites, and their quarters, if furnished by the Company. Entry on Company premises or work sites constitutes consent to searches or inspections.

### **GUIDELINES FOR APPROPRIATE CONDUCT**

As a Company team member, employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, the Company, or that might be viewed unfavorably by current or potential customers or by the public at large. Employee conduct reflects on the Company. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the Company considers inappropriate include, but are not limited to, the following:

- Excessive, unnecessary, or unauthorized use of Company property and supplies, particularly for personal purposes;
- Theft of property from co-workers, customers or the Company;

***NOTE: About a dozen other violations are listed, from insubordination to violence to use of alcohol on company property.***

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other Company policies, rules or regulations, the employee will be subject to disciplinary action, up to and including termination.

***NOTE: A description of progressive employee discipline is given here.***

Notwithstanding this progressive disciplinary procedure policy, the Company reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps in the discipline process.