

# Club Reduce / Doctors Goldmine

## General Policies

Employee Name: \_\_\_\_\_ Office Manager: \_\_\_\_\_

Please carefully read the following policies for employees of Club Reduce. After your review, please sign and return to your supervisor, as a signed copy must be kept in your personnel file.

The discipline for a first offense that is considered minor or moderate by a supervisor may be a verbal warning and/or a written notice to be placed in your personnel file.

The discipline for a second offense that is considered minor or moderate by a supervisor may be a written notice to be placed in your personnel file.

The discipline for a third offense that is considered minor or moderate by a supervisor may be a final written warning.

The discipline for a fourth offense that is considered minor or moderate by a supervisor may be termination.

The discipline for any offense that is considered major by a supervisor may result in immediate termination.

Offenses:

Being late for work

Violation of dress code (Clean, professional dress)

Non-compliance of procedures and/or directions

Receiving or making personal phone calls during business hours

Use of cell phone for personal phone calls during business hours

Unprofessional conduct

Violation of procedures

False reports

Lying

Arguing

Smoking on the premises

Being disrespectful

Being argumentative

Being rude

Abusiveness

Messy work space

Eating in front of patients

Bringing any food into the office that is not on our programs

Unauthorized breaks

Being unproductive

Non Performance

Repeated inability to learn a procedure, script, or any part of your job

Personal use of office equipment or supplies. This includes any personal use of computers, printers, fax machines, and copiers. This also includes playing games on the computers, even during lunch, or use of the computers for anything other than work related to your job at Club Reduce.

Any personal use of the Internet whatsoever, other than the connection to use Club Reduce and other work related programs

Wasting materials or supplies

Wasting time

Wasting time of another staff member

Willful neglect

\_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Manager Initials

\_\_\_\_\_  
Date

Inappropriate visiting with other staff members, this includes any visiting while on the clock with another staff member that does not work directly with you in your post.  
 Unauthorized overtime  
 Leaving your post without notifying your manager and having it covered.  
 Receiving any treatment while on the clock and/or during patient treatment time (with the exception of one SMT session per day)  
 Using therapy or exercise equipment on the clock  
 Falsifying a time card  
 Clocking another employee in or out, even if you are in the same room  
 Unauthorized schedule changes  
 Falsifying a statistic  
 Giving out any patient or doctor client information without written consent and without the information being first reviewed by Clinic Owner  
 Giving out internal office information  
 Discussing personal matters, problems, and/or complaints in front of or with doctor clients or patients  
 Inability to leave personal problems outside the office  
 Advising another staff member to ignore and/or violate office policy and or procedure  
 Undermining policies, orders, or directives  
 Speaking disparagingly or negatively about the doctors, managers, other staff members and/or the clinic  
 Unauthorized purchase or expenditure  
 Unapproved time off or not showing up to work or a scheduled meeting (Approved time off means the appropriate paperwork has been filled out and written approval has been given by supervisor.) (This does not include a legitimate emergency)  
 Damaging property or premises  
 Using the premises for any personal use before, during, or after normal clinic hours without consent  
 Jeopardizing the safety of another employee or patients  
 Dating a patient, even on your own time (Note: It is understood that if you had any kind of relationship with the patient before the person became a patient that you would continue that relationship)  
 Dating, being alone with, or any behavior deemed inappropriate with a staff member, even on your own time  
 Negativity during work  
 Theft of any type  
 Gossiping about another staff member  
 Recording false or inaccurate data in a patients record  
 Not completing necessary documentation in patients' records  
 Violation of Doctor/Patient confidentiality  
 Coming to the office, or any office activity, under the influence of alcohol or drugs  
 Discussing wages or pay of any type with other employees  
 Opening your paycheck on the premises or parking lot  
 Swearing or foul, offensive or crude language  
 Sexual discussions, dialogues, conversations, jokes, innuendos, or communications of any type  
 Not immediately reporting sexual discussions, dialogues, conversations, jokes, innuendos, or communications of another staff member (This is to infer a zero tolerance policy)  
 Withholding vital information from the Doctors, managers, and/or clinic  
 Selling any products to patients or fellow employees or soliciting in any manner to patients or fellow employees  
 Using patient lists or files for anything other than work related to the clinic  
 Failure to report any of the above offenses by a fellow staff member to management  
 Failure of management to report any of the above offenses  
 Non-compliance with HIPAA regulations  
 Conducting personal business on company time  
 Parking in patient-designated areas  
 This is not meant to be a complete list, and other actions may be added.

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Employee's Signature

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Date

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Office Manager's Signature

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Date