

# Lane County Medical Society

## CODE OF CONDUCT

### **OBEY THE LAW**

Lane County Medical Society is committed to conducting its businesses services lawfully and ethically. It is critical that all LCMS employees, student interns, temporary staff, and volunteers meet the highest standards of conduct through strict observance of all laws, regulatory requirements and LCMS processes and procedures.

Ignorance of laws or processes is not an acceptable excuse. LCMS employees can increase their knowledge of applicable laws, regulations and procedures by reading the LCMS Procedural Manual and asking the Society CEO when assistance is needed to understand applicable laws, regulations and procedures. LCMS employees are expected to participate in training programs, read LCMS policies, keep abreast of information presented within LCMS publications, and take initiative for self-development.

### **KEEP ACCURATE RECORDS**

Every LCMS employee is expected to comply with LCMS and government requirements regarding record keeping. All records must be prepared accurately, and retained in accordance with retention requirements.

### **REPORT INFORMATION TRUTHFULLY**

All communications within LCMS or with outside organizations must be truthful.

### **BEHAVE ETHICALLY**

Every employee is expected to adhere to high ethical standards in performing their duties and to comply with the LCMS Code of Conduct.

Every employee is expected to avoid situations, which could be viewed as a conflict of interest in which their individual position is used for personal gain.

### **MAINTAIN CONFIDENTIALITY**

As a condition of employment, every employee is expected to keep private and confidential, any and all proprietary as well as information, written or oral, learned about individual physicians or their family members involved with LCMS, in particular and especially, the Physician Wellness Program, during and after their employment. Failure to do so can lead to loss of employment and possible legal action.

My signature certifies that I received, read, and understand the Code of Conduct which is summarized above. My signature also certifies that I will adhere to and promote the various elements of this Code of Conduct.

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Signature, LCMS Employee

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Date

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Signature, LCMS CEO

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Date