

EMPLOYEE COMMITMENT

As an employee of this organization, I, _____ commit to :

- I. Comply with all the rules, policies, and procedures of the organization established to maintain all patient private information, conflicts of interest, sexual harassment, and other rules of the Institution, and I understand the violation to these rules.
- II. Practice honesty and integrity, conducting myself according to the mission, vision and values of the organization.
- III. Treat patients, relatives, co-workers, medical faculty, sales personnel, and visitors with respect, dignity, and fairness. Avoid using profane, explicit or abusive language which can offend others. Not threaten physically or emotionally.
- IV. Maintain excellence regarding health care, and keeping up-dated on matters related to my profession.
- V. Meet with the objective in an integral, complete, and fair way regarding the presentation of verbal and written information to my co-workers.
- VI. Work diligently with my duties and obligations using my good judgement.
- VII. Inform my supervisor whenever appropriate, if any known person has business or personal interests with a sales person or competitor, providing information about the organization.
- VIII. Not use my position or resources of the institution, including time, for personal interests. For example, to perform business for another organization using work time.
- IX. If I suspect that my supervisor has received valuable gifts on more than one occasion from a sales person, I should inform the situation to the Human Resources Manager.
- X. Understand that I can be terminated if I commit any violation while working for this institution.
- XI. I understand I must conduct myself professionally in all situations: that I can be subject to any disciplinary action including job termination for violating any of these guides. I, also, understand that the compliance with these guides will be considered for my evaluation.

Employee's signature

Employee's No.

Date

Human Resources Manager's or Representative's signature