

## **SEABURY RETIREMENT COMMUNITY CODE OF CONDUCT**

### **Goals Statement:**

*“We are dedicated to providing the highest quality of life to the people we serve through excellence in personalized service.”*

**To accomplish our goals, any person who works at Seabury, either for pay or as a volunteer, intern, trainer and/or trainee, must follow this Code of Conduct:**

- We always treat our residents and visitors with respect and dignity.
- We always treat our fellow staff members with respect and courtesy.
- Each day we do our best to make Seabury a great place to live and work.
- We remember that Seabury is where we work, but it is our residents' home. We act accordingly.
- We take pride in the work we do, knowing that it is a reflection of ourselves.
- We greet our residents in a friendly, courteous manner so they will always be happy they are living at Seabury.
- We arrive to work on time and ready to work.
- We respect confidential information of our residents and fellow employees: What we see here, what we do here, and what we learn here, stays here.
- We do not accept tips, gifts or favors for services from residents or family members.
- We do not solicit residents personally or in behalf of other organizations.

**I understand and will follow the above Code of Conduct while working and/or volunteering at Seabury Retirement Community.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**