

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Facilities Management

POLICY AND PROCEDURES

SUBJECT:	EMPLOYEE PROTOCOL POLICY	Policy No.:	302
Revised:	July 2020	Supersedes:	March 2018
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POLICY:

All employees of Rancho Los Amigos National Rehabilitation Center Facilities Management Department are expected to maintain their work stations and their conduct in a professional manner that is responsive to the patients we serve as well as appropriate to the duties assigned to them and to establish a dress code that promotes A positive and professional image that also ensures safety.

1. All non-work related material must be kept out of sight at all times. This includes newspapers, magazines, personal hygiene items such as makeup, hairbrushes etc.
2. Personal conversations must not take priority over the work at hand. Appropriate office protocol should be used.
3. Employees are to be helpful, courteous, and responsive to patients, co-workers and the general public.
4. Attire to be neat and clean.
5. Cell phones are to be used during break periods and lunch, unless conducting County business.
- 2 Uniforms shall be worn by all employees to whom they have been issued.

Reference: Department of Health Services Policy Number706.1

Department Head Approval:

