



## Long Island State Veterans Home

AT STONY BROOK UNIVERSITY

# CODE OF CONDUCT

LONG ISLAND STATE VETERANS HOME  
EMPLOYEES, VOLUNTEERS, STUDENTS AND  
CONTRACTED PERSONNEL SHALL AT ALL TIMES IN THE  
PERFORMANCE OF THEIR DUTIES:

- Observe and comply with the organization's mission, vision, values, policies, procedures and all applicable rules, regulations and laws.
- Promote a culture of continuous quality improvement in care and service.
- Promote a cooperative environment among staff and providers that fosters an environment of trust, exchange of information, identification of errors and problem-solving.
- Provide a physical environment that is safe for all residents, registrants, family, staff, volunteers, visitors and students.
- Refuse to accept any gifts or gratuities from residents, registrants, visitors, families or vendors.
- Treat as confidential and safeguard at all times all medical, billing, employee and other facility owned information.
- Ensure that all medical record documentation is timely and accurately completed, signed and dated as appropriate.
- Report any instances of known or suspected non-compliance with applicable laws, rules, regulations, policies or procedures to the organization's Compliance Officer, Senior Staff, Management or Supervisor without fear of retaliation.
- Treat all residents, registrants, family, staff, volunteers, visitors and students with professionalism, dignity and respect.
- Comply with the organization's zero tolerance policy with respect to harassment, threats, intimidation, discrimination and retaliation.
- Ensure that all bills are accurate and reflect services actually provided and documented.
- Use the organization's property, network and software appropriately and only in connection with legitimate organizational activities.
- Cooperate fully with the organization's Corporate Compliance Program, including active participation in training activities, audits and implementation of corrective actions.

Compliance Hotline: (631) 689-2179