

Regulatory Excellence

We are obligated to follow federal, state and local laws that govern our business. We are responsible for staying current to perform our job duties, including:

- Honest, ethical billing and communications;
- Avoiding kickbacks for referrals;
- Avoiding inducements;
- Respecting copyright laws;
- Operating with standards of financial practices and controls;
- Dealing fairly with all we come in contact with;
- Documenting accurately and timely
- Voluntarily disclosing when we find we are out of compliance;
- Cooperating with government investigations.

Disciplinary action will be taken against any Associate who fails to act in accordance with the Code of Conduct, the compliance and ethics program, supporting policies and procedures and applicable federal and state laws.

**Your personal and professional
INTEGRITY = OUR SUCCESS**

A PERSONAL OBLIGATION

You have a duty to report any problems you observe or perceive, regardless of your role.

FOLLOW THESE STEPS:

- 1** Talk to your supervisor.
- 2** If you are unable to talk to your supervisor, seek out another member of management or Human Resources.
- 3** If you still have a concern, contact the Compliance Official or a member of the Compliance Committee.
- 4** Finally, call the
COMPLIANCE HOTLINE
800-211-2713
Confidential and Anonymous



Karla Dreisbach
Vice President of Compliance, FSA
460 Norristown Road, Suite 300
Blue Bell, PA 19422
Phone: 215.646.0720

CODE OF CONDUCT



M A P L E F A R M



A GARDEN SPOT COMMUNITY

Maple Farm
604 Oak Street
Akron, PA 17501

Code of Conduct

MAPLE FARM is a Continuing Care Retirement Community.

Our compliance and ethics program covers the compliance issues, laws, regulations and guidelines relevant to a provider of senior services including residential, assisted living/personal care and skilled nursing services.

Our Code of Conduct is a shared responsibility that applies to every person at our organization. This includes all Associates: employees, the board of directors, volunteers, independent contractors, subcontractors and vendors.

Our Code of Conduct is supported and guided by policies and procedures. Any questions can be directed to your immediate supervisor, the Compliance Official, or any member of the Compliance Committee.

For a copy of the entire Code of Conduct, please visit www.maplefarm.org, or contact your Compliance Official:

Garden Spot Village

Cindy Rouvre

Phone: 717-355-6285

Fax: 714-355-6180

Email: crouvre@gardenspotvillage.org

Care Excellence

Our most important job is providing quality care to our residents. This means offering compassionate support and working toward the best possible outcomes while following all applicable rules and regulations, including:

- Honoring Resident Rights;
- Zero tolerance for Abuse and Neglect. *Any Associate who abuses or neglects a resident is subject to termination and legal and criminal action. Abuse and neglect are to be reported to your supervisor immediately.*
- Maintaining confidentiality of all resident information;
- Respecting and protecting resident property to prevent loss, theft, damage and misuse;
- Providing Quality Care;
- Conducting accurate assessments and care plans;
- Providing only medically needed services;
- Using current practice standards;
- Completing accurate, timely documentation;
- Measuring clinical outcomes;
- Assuring our workforce has appropriate experience and expertise to provide services;
- Implementing Quality Assurance Performance Improvement programs to improve outcomes;
- Committing to comprehensive medically needed services. The Medical Director will have oversight of physicians and other medical services.

Professional Excellence

The professional, responsible and ethical behavior of every Associate reflects on the reputation of our organization and the services we provide. Whether you work directly with residents or in other areas, you are expected to maintain standards of honesty, integrity and professional excellence every day.

THIS INCLUDES:

- Hiring the best qualified employees/associates regardless of race, color, age, religion, national origin, gender identity, sexual orientation or disability;
- Completing employee/associate screening;
- Making the workplace a safe, ethical and comfortable environment, including a workplace free of substance abuse;
- Assuring company privacy and assuring proprietary information is kept confidential;
- Following the Business Courtesies and Resident Gifts policies;
- Reporting any actual or potential conflict of interests;
- Using property appropriately and respecting property and copyright laws;
- Ensuring appropriate use of computers which eliminates improper, unlawful activity, downloads or use of games on our community's computers;
- Being responsible for honest and ethical vendor relations;
- Assuring truth in our marketing and advertising.