***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-3**

SUBJECT: Employee Lifestyle Policy **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

*[Hospital Name]* is a Seventh-day Adventist hospital, in harmony with its heritage, fosters a lifestyle among its employees that contributes to buoyant health and a joyous Christian experience.

This policy sets forth some of the areas of lifestyle which are of special concern. The overarching moral principles of the Bible serve, in the broader context, as the ultimate guide for Christian living to which *[Hospital Name]* is committed.

1. Hospital Image

HOSPITAL serves patients and their families. As representatives of the Hospital, it is essential that the appearance of employees reflect the institution’s commitment to excellence, health and safety and values. An appropriate clean and professional appearance becomes a matter of considerable importance when the employee interfaces with the public. Department heads and officers are responsible for:

1. orientation of employees to this standard
2. responding to any questions which may arise
3. handling any areas of noncompliance which may occur
4. Standards of appearance

Employees of the Hospital must maintain an appearance, at all times, which is consistent with the highest professional standards and Christian principles of cleanliness, modesty and simplicity, The image projected to the public should be consistent with the mission, vision and values of the Hospital. The specifics listed below are examples of what constitutes the professional image as defined by *[Hospital Name]*. Please see dress code policy (C-2) for details.

1. Use of Alcohol, Controlled Substance and Tobacco

The Hospital adopts the temperance practices and health principles espoused by the Seventh-day Church. This means that all employees are expected to refrain from the use of alcohol, controlled substances or tobacco in accordance with Policy C-I-8. Violation of this policy is subject to review and action pursuant to employee disciplinary and severance policies.

1. Romantic Relationships and Dating

The *[Hospital Name]* wishes to promote the ethical and efficient operation of its business. In this setting, the *[Hospital Name]* wishes to avoid misunderstandings, complaints of favoritism, romantic relationship issues pertaining to supervision, security and morale, and possible claims of sexual harassment among its students, staff, and faculty. For these reasons:

1. A *[Hospital Name]* administrator or supervisor is prohibited from pursuing a romantic relationship with or dating any employee of the *[Hospital Name]* whom s/he supervise for the duration of the supervision.

For the purposes of this policy, ‘romantic relationship’ is defined as a mutually desired courting activity between two individuals. ‘Dating’ is defined as a romantic social engagement arranged by personal invitation between the two individuals involved or arranged by a third party.

Staff and administrators who violate these guidelines will be subject to discipline

1. Sexual Standards

Employees of *[Hospital Name]* are expected to uphold Christian sexual standards as held by the Seventh-day Adventist church. We believe that God’s ideal for sexuality is achieved when sexual expression is limited to a man and women who are husband and wife committed in life-long marriage. All expressions of premarital and extramarital relationship are to conform to this ideal of sexual purity. Behaviors that would suggest otherwise should be avoided.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_