

Burke Rehabilitation Hospital

Corporate Compliance Program

Code of Conduct:

The Burke Rehabilitation Hospital has adopted a Compliance Program to ensure that the facility operates in full compliance with applicable laws and sound ethical standards. An important component of the program is the code of conduct. The code of conduct sets out basic principles that all affected individuals (all employees and associates, medical staff, board of trustees, contractors, volunteers, consultants and other affiliates) must follow.

1. One of Burke's strongest assets is a reputation for integrity and honesty. It is this fundamental principle on which Burke will operate its business in full compliance with applicable laws and sound ethical standards. Conducting business by illegal acts or unethical conduct is not acceptable.
2. Each supervisor and manager are responsible for ensuring that the staff within their supervision comply with the applicable law and they should educate staff on potential compliance issues related to duties and responsibilities.
3. All Affected Individuals shall not offer or give any bribe, payment, gift or anything of value to any patient or entity with whom Burke has or is seeking a business with exception of gifts of nominal value which are legal and given in ordinary course of business.
4. All Affected Individuals, in their position of authority, shall not directly or indirectly authorize, pay, promise, deliver or solicit any payments gratuities or favors for the purpose of influencing any political or government employee.
5. All Affected Individuals shall be completely honest in all dealings with government agencies and representatives. All Affected Individuals shall not misrepresent, submit false bills or request payment for services not rendered. All Affected Individuals responsible for submitting bills for payment shall have knowledge that the information is accurate and complete.
6. All Affected Individuals shall not accept any bribe, payment, gift, items or things of more than nominal value from any person or entity with whom Burke has or is seeking any business relationship. All such offerings above nominal value shall be reported to their supervisor.
7. All of Burke's business transactions shall be carried out in accordance with the hospital's general or specific policies. All the books and records shall be kept in accordance with general acceptable accounting standards. All transactions, payments, receipts amounts and assets shall be completed and accurately recorded in Burke's books and recorded on a consistent basis.
8. Burke shall comply with the requirements of the Federal Deficit Reduction Act of 2005, the Federal and NYS False Claims Act and antitrust laws and review those guidelines when entering a collaborative venture with other organizations.
9. All Affected Individuals shall not make false or disparaging statements about competitors or their products or attempt to coerce suppliers or providers into purchasing products or services.
10. All Affected Individuals are responsible for ensuring that the work environment is free of discrimination or harassment due to age, race, gender, color, religion, national origin, disability, sexual orientation or covered veterans' status.
11. It is the responsibility of all Affected Individuals who are aware of violations of this code or any other illegal activities to report it to their supervisor and/or the Compliance Officer.