



## PROFESSIONAL BEHAVIORS POLICY

### PURPOSE

This policy is to underscore the importance of professionalism and the manner in which employees, contractors, interns, and volunteers of Healthy Minds Consulting, Inc. (HMC) comport themselves while performing their duties on behalf of HMC.

### SCOPE

The policy covers the behavior of all HMC representatives while performing their duties for the company, whether on or off premises. This includes in-person interactions including verbal and physical communication and behavior, as well as interaction by phone, email, or other digital communication. Also covered within the scope of this policy is the expectation of lucidity and a sober state of mind.

The interactions described in the following policy include coworkers, colleagues and professional peers, clients, third-party vendors, and the general public at large.

### POLICY

Employees, contractors, interns, and volunteers of Healthy Minds Consulting, Inc. (HMC) shall, in all cases, interact with others in a professional manner expected of a representative of HMC. Representatives shall **refrain** from engaging in the following behaviors:

#### *Language*

- Use of berating, belligerent, demeaning, or defaming language in reference to any person or persons
- Use of inappropriate sexually charged language intended to demean, offend, solicit, harass, or abuse
- Use of profanity, especially in the presence of clients and minors
- Use of professionally inappropriate terms, such as the casual colloquial misuse of the term “retarded”

### *Insobriety / Impairment*

- Travel or perform duties for HMC while under the influence of alcohol, medications, drugs, or other substances, either licit or illicit, whether prescribed by a physician or not
- Arrive to the workplace / work-site with the appearance, odor, or behavior of one who is clearly inebriated or under the influence of alcohol, medications, drugs, or other substances, either licit or illicit, whether prescribed by a physician or not, that may impair professionalism or ability to perform job duties effectively or appropriately
- Travel or perform duties for HMC while affected by severe emotional stress such as loss / bereavement, rage, panic, etc. (Please take the appropriate personal time to rest and take care of yourself in such a situation)

### *Interpersonal Interactions*

- Engage in any harassing behaviors, bullying, sexual misconduct, or inappropriate touch
- Initiate a romantic relationship with a current client
- Act in a physically intimidating, aggressive, or threatening manner
- Directly threaten or insinuate harm to another person
- Physically strike or directly harm another person
- Brandish or otherwise imply the use of a weapon

HMC respects the privacy of each employee, contractor, volunteer, and intern, and simultaneously expects that any person representing HMC in any manner conduct themselves with HMC's image in mind when in community or public places. This includes conduct on social media venues. It is expected that any public or potentially public behavior (physical, written, photographic, or any other medium) be conducted within HMC policies and expectations.

All persons representing HMC shall maintain appropriate and professional attire for the specific occasion, location and responsibilities. Any questions about attire should be directed to the representative's immediate supervisor.

Specifics on these issues and the behavior expected of all employees, contractors, volunteers, and interns will be addressed in training. Each professional will also be expected to adhere to any and all ethical and legal guidelines for their industry / occupation. Violation of this policy will result in disciplinary action, up to and including immediate termination of employment.