

BUSINESS ETHICS AND CORPORATE COMPLIANCE

100: POLICY

FIRSTLIGHT HOME CARE OF GREATER MORRIS aspires to the highest ethics, compliance with laws, regulations and service standards in relation to business operations and practices and direct service to customers

Therefore, it is the policy of **FIRSTLIGHT HOME CARE OF GREATER MORRIS** to assure compliance with all laws, regulations, and accreditation standards to help maintain operations in an ethical manner. The Governing Authority has final judgment on all business ethics and compliance decisions. All employees are to conduct themselves in a principled manner and in compliance with laws, regulations, and accreditation standards, this includes providing proof of certification or licensure. Failure to do so may result in disciplinary action. A Code of Ethics is provided each employee, which includes the assignment to the appropriate level of care, excluding unauthorized employees from performing personal care. Annual reports to the Governing Authority on incidents of misconduct or violations are prepared and evaluated. This policy statement will be distributed to the general public and referral sources annually. Reports of misconduct, safety concerns or violation can be made by anyone within the prescribed procedure, including licensing and/or regulatory agencies, the Compliance Officer and are held in confidence. **FIRSTLIGHT HOME CARE OF GREATER MORRIS** will cooperate with all reasonable and lawful demands made by government investigators or law enforcement agents and no documents will be altered or destroyed in anticipation of a request by a lawful investigation.

FRAUD

106: POLICY:

FIRSTLIGHT HOME CARE OF GREATER MORRIS goal is to establish and maintain a business environment of fairness, ethics and honesty for its employees, customers, and anyone else with whom we have a relationship and to prevent fraud, financial loss, damaged reputation and litigation. To maintain such an environment requires the active assistance of every employee and manager every day.

Therefore, it is the policy of **FIRSTLIGHT HOME CARE OF GREATER MORRIS** to deter, detect and correct misconduct and dishonesty. In concert with federal and state mandates **FIRSTLIGHT HOME CARE OF GREATER MORRIS** shall adhere to whistleblower rights and protection. The discovery, reporting and documentation of fraudulent or illegal acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets by any and all lawful means.

Should you at any time observe the staff of FIRSTLIGHT HOME CARE OF GREATER MORRIS doing anything illegal or fraudulent or be asked to do something you believe to be illegal, fraudulent or unethical by a staff member, please call the agency at (973)854-0917 to speak with the Company's independent compliance officer.