

Life Extension's Code of Conduct

For Healthcare Professionals doing Part Time Jobs

The following is not intended to replace or otherwise alter the professional codes of conduct or the industry standards of care that apply to healthcare professionals in Hong Kong. Rather, this Code supplements and reinforces applicable standards of care and good behavior to ensure that our clients receive the best possible service.

- The client's wellbeing is of foremost importance; professionals should always exercise their best judgment and utilize all their skills to ensure that the client is well cared for
- If there is any question, ask – whether the client's primary caretaker, members of the Life Extension staff, or a more senior or experienced healthcare professional
- Do not cover up or otherwise ignore any issues that may surface
- Report any adverse incidents to the manager supervising the client's care and to Life Extension staff immediately
- Arrive on the jobsite promptly and work diligently while there; do not leave before your scheduled ending time unless directly instructed to do so by the manager-in-charge
- Meet client deadlines and adhere to client instructions; if you have any questions, please discuss them with the client, the client's staff or with Life Extension's professionals.
- The identity of the client and the client's condition should never be revealed to third parties unless permitted by existing healthcare codes of conduct (*e.g.*, discussion a patient's condition with other healthcare personnel for the client's benefit)
- Do not utilize the client's property or office space for your own personal purposes without express permission or instructions to do so from the manager supervising the care of the client
- Keep the jobsite neat and clean; clean up after yourself
- Dress professionally and appropriately for the client location and the job at hand
- Do not contact the client or client's staff for any non-job related issues, whether by telephone, e-mail or messaging service
- Do not request money or other compensation, directly or indirectly, from any clients
- And last, but not least, be polite to the clients, managers, patients and staff.