



Facility Standards of Conduct

As a CoreCivic employee, you are expected to conduct yourself in a diligent and professional manner at all times. You should be guided by our CoreCivic Values, the safety, security, and integrity of your facility, and the rights and well-being of the residents entrusted to our care. Below is a list of guidelines every facility employee is expected to follow.

Personal Conduct

1. Be familiar with and follow the CoreCivic Code of Ethics.
2. Be professional and diligent.
3. Be supportive with colleagues.
4. Be courteous to visitors.
5. Follow facility safety and security policies and procedures.
6. Do not introduce or traffic in contraband of any kind.
7. Cooperate with authorized audits and investigations.
8. Complete official documents promptly and honestly.
9. Use your CoreCivic credentials only for legitimate purposes.

Residents

10. Treat residents with dignity. Respect their rights and support access to programs, health care, and grievance procedures.
11. Maintain appropriate boundaries. Avoid any appearance of a conflict of interest: outside contacts (including social media), romantic or sexual relationships, financial transactions, favoritism, undue fraternization and exchanging gifts.
12. Use physical interventions only when appropriate and permitted by policy.
13. Do not engage in abusive behavior towards a resident's person or property.

Reporting

14. Promptly report the following matters to facility management:
 - a. Employment by or service in an ownership or leadership capacity with a non-CoreCivic entity.
 - b. Any personal (non-CoreCivic) contact or relationship with a current or past resident, or a family member or associate of a resident.
 - c. Any personal arrest, indictment or conviction of an offense other than a routine traffic violation.
15. Report misconduct. Speaking up is a basic part of professionalism, and CoreCivic provides many ways to report, including your supervisor, facility management and CoreCivic Ethics and Compliance. Some examples include:
 - a. Finding contraband
 - b. Reports or allegations of sexual harassment or assault
 - c. Reports or allegations of retaliation
 - d. Any resident medical emergency.

There are detailed policies that support the items listed above. For more information, please refer to the CoreCivic Code of Ethics and the policies, procedures, and post orders that apply at your facility.