

## **POLICY**

Aramark reserves the right to discontinue the Dietetic Internship experience of any intern when it is deemed necessary or appropriate to do so. A dietetic intern may be dismissed from the program when there is evidence of inability to function or behave effectively and professionally as an Aramark intern.

## **PURPOSE**

To provide the intern the parameters and appropriate notice for being disciplined or terminated when the dietetic intern violates or demonstrates behaviors or actions deemed inappropriate by standards set in the Aramark Business Conduct Policy, a HIPAA violation, internship site polices, or the Aramark Dietetic Internship policies.

## **PROCEDURE**

### **Disciplinary Actions:**

Inappropriate behavior, unacceptable professional conduct or other issues deemed inappropriate by the Internship Director, Regional Internship Director and/or Preceptor will be brought to the attention of the intern for remediation. If the intern's actions or behavior is deemed grievous enough for immediate dismissal, remediation will not be an option. An appeal process regarding all situations concerning student warning and termination is available and outlined in the Grievance Policy.

### **Warnings and Termination Process**

#### **First Formal Warning**

1. Inappropriate behavior, unacceptable professional conduct or other issues identified by the preceptor, Site Liaison or Regional Director will be discussed in a first formal warning with the intern. A formal written warning will be issued at this time in addition to verbal counseling. Discussions with the intern will be held at the location with the internship director calling into a virtual meeting.
2. The written warning will outline the inappropriate behavior, unacceptable professional conduct, or issues violating Aramark or site policies. Expectations will be outlined for changes in the intern's behavior, actions, and/or performance, along with a monitoring timeline.
3. A copy of the warning will be given to the intern and placed in the intern's electronic file. The intern will sign the bottom of the First Formal Warning acknowledging receipt. The intern is informed that signing the warning does

not indicate that the intern agrees with the formal warning. If the intern refuses to sign the First Formal Warning, an Aramark Manager will sign and date the warning statement and indicate on the statement a refusal by the intern to sign the warning.

4. Continuation of inappropriate behavior, unacceptable professional conduct, identified issues or policy violations will result in a second formal warning.

#### Second Formal Warning

5. Based on the monitoring timeline developed during the First Formal Warning, continued inappropriate behavior, unacceptable professional conduct or other issues will be addressed in a Second Formal Warning. A second warning may include new behavioral issues exhibited by the intern.
6. A Second Formal Warning will be issued in addition to verbal counseling. Discussions with the intern will be held at the location with the internship director calling into a virtual meeting.
7. The second warning will outline clear expectations for changes in the intern's inappropriate behavior, unacceptable professional conduct or other issues, along with a monitoring timeline.
8. A copy of the Second Formal Warning will be given to the intern and placed in the intern's electronic file. The intern will sign the bottom of the Second Formal Warning acknowledging receipt. The intern is informed that signing the warning does not indicate that the intern agrees with the formal warning. If the intern refuses to sign the First Formal Warning, an Aramark manager will sign and date the warning statement and indicate on the statement a refusal by the intern to sign the warning.
9. Discussions with the intern will be held at the location with the internship director calling into a virtual meeting.
10. Continuation of inappropriate behaviors past the timeline outlined in the Second Formal Warning will result in Termination.

#### Termination

11. Before termination action is taken, the intended termination must be presented by the Regional Internship Director to the Program Director, and reviewed by an Aramark Healthcare Human Resources Director or Associate Vice President.
12. A final internship termination conference will be held at the location with the regional director and program director calling into a virtual meeting. When it has been determined that the intern has not made sufficient progress toward correction of identified inappropriate behavior, unacceptable professional conduct or other issues, despite previous formal warnings, the Program Director, Regional Director, Site Liaison and Aramark Human Resources representative will hold a final internship termination conference.
13. The intern will be notified verbally and in writing of termination from the program.

14. An intern terminated from the Aramark internship program for inappropriate behavior, unacceptable professional conduct or other issues will not be considered for future internship placements with the Aramark Dietetic Internship. Dismissal from the program will be communicated to The Academy of Nutrition and Dietetics Commission on Dietetic Registration for determination whether the dismissed intern is eligible for entrance into other accredited programs in the future.
15. Tuition and fees are non-refundable for an intern who is terminated from the program.
16. Examples of inappropriate behavior, unacceptable professional conduct or other issues include, but are not limited to:
  - failure to follow guidelines and ethics of the Business Conduct Policy,
  - HIPAA violation or breaking patient or client confidentiality,
  - violation of site policies and procedures
  - insubordination to location management, locations staff or supervised practice site staff and preceptors,
  - chronic tardiness of over 15 minutes to rotation site
  - excessive/blatant absenteeism of over 3 days
  - failure to complete pre-rotation work
  - being unprepared for rotations,
  - leaving the facility without permission or prior notice,
  - theft or pilferage,
  - sleeping while at practice site,
  - using phone during work hours,
  - working on internship projects or any other work while at practice site,
  - wearing inappropriate clothing for practice site environment,
  - unkempt personal hygiene such as hair, teeth and nails
  - pass due date assignments and evaluations
  - failure to perform or observe any of the terms or provisions of the Internship Agreement
  - failure to follow practice site policies,
  - disparagement of Aramark (or its management or employees),
  - Other proper cause deemed necessary by the Regional Internship Director and agreed upon by the Program Director, Aramark Healthcare Human Resources Director, and Site Liaison.
17. The previously described warning procedures are appropriate for minor offenses that can be identified, monitored, and resolved.
18. Reporting to hospital location while under the influence of or while impaired by alcohol, illegal substances, prescribed or non-prescribed controlled substances will be immediately dismissal from the Aramark Dietetic Internship regardless of the disciplinary action described above.
19. Violation of the Business Conduct Policy or HIPPA violations will be reviewed for possible immediate dismissal.
20. An appeal process regarding all situations concerning student warning and termination is available and outlined in the Grievance Policy.

