

	Human Resource Policy Benefits & Compensation	No. HR.BNC.03
	Title: CHANGES TO APPROVED COMPENSATION OR BENEFITS PROGRAM	Page: 1 of 2
		Effective Date: 11-30-18
		Retires Policy Dated: 09-27-11
		Previous Versions Dated: 04-01-03; 01-01-96; 01-01-93

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

This policy outlines Tenet’s guidelines for changing approved compensation or benefits programs.

III. POLICY:

It is the policy of Tenet to administer compensation and benefits so that practices are generally consistent among facilities.

A. General

Requests for any deviation from approved compensation or benefits programs must be made in writing by the facility CEO to the HR VP, Total Rewards and Analytics, Executive Compensation, and approved prior to implementation.

The following are examples of actions that would require prior approval:

1. Payment of any bonuses;
2. Instituting any special pay practices;
3. Increasing PTO, and other benefits accruals; and
4. Increasing salaries beyond approved amounts.

IV. PROCEDURE:

A. Supervisors

Work with Facility Human Resources Department and submit all requests for deviation from approved compensation or benefits programs in writing to facility CEO.

B. Facility Human Resources

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1. Monitor compensation and benefits practices ensuring compliance with approved programs and laws.
2. Refer all requests for deviation from approved compensation or benefits programs to the CEO.
3. Each Tenet Entity HR Leader is responsible for assuring that all individuals adhere to the requirements of this policy and its supporting documents, that all applicable procedures and processes are implemented and followed at the Tenet Entity, and that instances of noncompliance with this policy are reported to Tenet HR Operations for review and resolution by the HR VP, Total Rewards and Analytics, Executive Compensation.

C. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.