

	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.09
	Title: EMPLOYEE CONDUCT AND WORK RULES	Page: 1 of 5
		Effective Date: 05-11-18
		Retires Policy Dated: 09-27-11
		Previous Versions Dated: 10-01-09; 06-15-04; 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 entity in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Entity”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide Supervisors with appropriate guidelines regarding acceptable employee behavior.

III. POLICY:

To assure orderly operations and to provide the best possible work environment, Tenet expects employees to follow rules of conduct that will protect the interests and safety of all patients, employees, the facility and Tenet. Conduct that is offensive to patients or fellow employees, discredits Tenet, interferes with business operations, or any other conduct that any reasonable person would believe is adverse to Tenet’s interest will not be tolerated.

This policy is not intended to and does not modify the existing relationship between Tenet and its employees and does not confer any additional rights or recourse to individual employees who may be subject to disciplinary action. Additionally, this policy is not intended to and does not modify the existing relationship between Tenet and its independent contractors.

IV. PROCEDURE:

A. Example Behavior

It is not possible to list all forms of behavior considered unacceptable in the workplace. However, the following are examples of improper or inappropriate conduct or behaviors in or away from the work place that cause disruption on the job, or reflect unfavorably on the facility that may result in immediate corrective action, up to and including, termination of employment:

1. Failure to comply with federal and state laws and regulations and other requirements and Tenet’s policies and procedures;
2. Violation of Tenet’s Standards of Conduct;
3. Theft or inappropriate removal or possession of company or facility property;
4. Falsification of timekeeping records or other company documents or records;

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5. Providing false information in connection with any company or government investigation or audit, or workers' compensation claims;
6. Failure to report overpayment of wages, benefits, or perquisites;
7. Reporting to work or working under the influence of alcohol or illegal drugs;
8. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or customer-owned property;
9. Unlawful or unauthorized possession, display, or use of a dangerous or deadly weapon in the workplace;
10. Fighting or threatening violence in the workplace;
11. Boisterous or disruptive activity in the workplace;
12. Negligence or improper conduct leading to property damage;
13. Insubordination or other disrespectful conduct;
14. Violation of safety or health rules;
15. Sexual or other unlawful harassment including but not limited to racial, religious, and ethnic;
16. Excessive absenteeism, tardiness, or absence without notice;
17. Unauthorized absence from work station during the work day;
18. Dishonesty; and
19. Sleeping or giving the appearance of sleeping on duty.

B. Supervisor/Management

1. Promptly document the occurrence of any unacceptable behavior in writing and immediately contact the Human Resources Department or Hospital Compliance Officer (HCO) as appropriate for compliance related issues.
2. Meet with the employee to discuss the facts surrounding the policy violation and describe any necessary corrective action.

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3. Report, any corrective, remedial, or disciplinary action to the Human Resources Department or HCO as appropriate.

C. Facility Human Resources

1. Investigate all reports of unacceptable employee conduct and, if necessary, consult with the Corporate Human Resources Department regarding the appropriate corrective action, if any, to be taken as needed.
2. Promptly report back to the supervisor. Discuss the appropriate course of action.
3. If appropriate, meet with the supervisor and employee to resolve the issue

- D. With respect to any potential Compliance Program or federal health care program violations, the HCO will initiate an investigation and corrective action plan as described in the Regulatory Compliance policy COMP-RCC 4.21 Internal Reporting of Potential Compliance Issues. For all terminations or resignations based upon compliance or compliance standards, the Hospital Compliance Officer will conduct an exit interview when possible.

1. Disciplinary action for compliance-related events.

The company will have discretion, depending on the severity of the event, whether the conduct was intentional or unintentional, and if any prior discipline exists, to implement any level of discipline up to and including termination for a first offense*. Irrespective of the discipline issued, all compliance-related events will be documented in the employee file.

a. Recommended disciplinary guidelines:

The following guidelines are recommended for consideration which are intended as guidance and not mandatory. A decision as to the discipline in any matter will depend on the specific facts and circumstances involved.

(1) If the investigated event has a determined substantiated outcome and there was no violation of law or policy, the disciplinary approach for the employee may include verbal coaching, education and/or training.

(2) If the investigated event has a determined substantiated outcome and there was an unintentional violation of policy, the

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disciplinary approach for the employee may include verbal counseling, written warning, and modifier of the merit increase and/or Annual Incentive Program (AIP) bonus amount. Even in the event the violation was unintentional, the severity and potential consequence of the violation may warrant a suspension or drive a more severe discipline up to and including termination.

(3) If the investigated event has a determined substantiated outcome and there was an intentional violation of law or policy, the disciplinary approach for the employee would include final written warning, modifier of the merit increase and/or Annual Incentive Program (AIP) bonus amount, suspension and/or termination.

*If an employee is covered by a collective bargaining agreement, this process is subject to the discipline, grievance and arbitration provisions of the agreement.

E. Supporting Documents

Corporate Human Resources may establish supporting documents to implement this policy, including, for example, Job Aids, Protocols, or Procedures.

F. Responsible Person

Each Tenet Entity Chief Human Resource Officer (CHRO) 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 VP, Labor and Employee Relations.

G. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures, protocols and responsibilities created by this policy and its supporting documents. 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.

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V. REFERENCES:

- Standards of Conduct

- Regulatory Compliance policy COMP-RCC 4.21 Internal Reporting of Potential Compliance Issues