

	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.17
	Title: WORKPLACE MONITORING	Page: 1 of 2
		Effective Date: 11-30-18
		Retires Policy Dated: 09-27-11
		Previous Versions Dated: 04-01-10; 03-31-04; 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:

The purpose of this policy is to provide Supervisors with appropriate guidelines regarding workplace monitoring.

III. POLICY:

Workplace monitoring may be conducted by Tenet to ensure patient and employee safety, quality control, security, and patient satisfaction.

Employees who regularly communicate with patients, vendors or customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our patients’ and others’ image of Tenet as well as their satisfaction with our service.

Computers furnished to employees are the property of Tenet. As such, computer usage and files may be monitored or accessed.

Tenet may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify security and safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because Tenet is sensitive to the legitimate privacy rights of employees, patients and visitors, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner. The covert use of video equipment for security purposes may be used in situations that present a significant threat to people or property. Such monitoring shall be approved by Corporate Security, Dallas, and may only be used after all other means to prevent the activity, or identify those responsible, have been explored. Video cameras used for security purposes shall not be installed in patient treatment areas, or other locations where a reasonable expectation of privacy exist or may exist (i.e., emergency room treatment areas, patient rooms, private offices, locker rooms, etc.)

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IV. PROCEDURE:

A. Facility Human Resources

1. Ensure that workplace monitoring is conducted appropriately.
2. Consult with Corporate Security or the Law Department whenever monitoring is necessary.

B. Supervisor/Manager

Work with Human Resources when establishing workplace monitoring systems.

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.