

	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.18
	Title: USE OF INFORMATION AND TECHNOLOGY SYSTEMS	Page: 1 of 5
		Effective Date: 09-28-17
		Retires Policy Dated: 09-27-11
		Previous Versions Dated: 11-01-09; 01-01-98; 01-01-96

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 an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Entity”) (collectively, “Tenet”).

II. PURPOSE:

The purposes of this policy are to ensure Tenet’s technology and information systems such as voice-mail, e-mail, computers, associated computer networks, software, the Internet and other related technologies are used for business purposes only, to notify employees that they must limit personal use of these systems, to advise employees that all information stored in or transmitted through such systems, as well as the equipment itself is company property and to alert all employees of the privacy and confidentiality limitations inherent in the use of such company systems.

III. POLICY:

This policy governs the use of Tenet’s electronic mail (e-mail) and voice mail systems, Internet usage on company systems, computers, computer systems (sometimes referred to collectively as “information systems” in this policy) and software resident on any of these systems. The provisions of this policy are controlling on all matters related to employee Use of Information and Technology Systems and supersede any existing provision(s) contained in the Employee Handbook.

Computers, including portable computers, computer files, terminals, Internet-connected terminals, mobile devices, the e-mail system, the voice-mail system and software furnished to employees are Tenet property and intended for business use only, with the limited personal-use exception on page 3 below. These information systems, together with the Internet, assist Tenet in conducting business internally and externally. The equipment which makes up these systems together with the data stored in the systems, are and remain at all times, the property of Tenet whether they are located in your home, at a remote location or in the office. As such, all messages or information created, sent, received or stored in the systems as well as all information and materials downloaded into Tenet systems are and remain the property of Tenet. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Tenet strives to maintain a workplace free of unlawful harassment and sensitive to the diversity of its employees. Therefore, Tenet prohibits the use of voice-mail, computers and the e-mail and Internet systems in ways that are in violation of this policy.

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- J. Soliciting or proselytizing others for commercial ventures or for religious or charitable causes. This includes “for sale” and “for rent” messages or any other personal notices.

Note that all employees have rights under the NLRA to engage in protected concerted activities including discussing terms and conditions of employment, wages or benefits or working conditions. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employee rights under any applicable federal, state, or local laws, including employee rights under Section 7 of the National Labor Relations Act, including but not limited to the right to engage in protected concerted activities with other employees for the purposes of their mutual aid and/or protection, or to improve terms and conditions of employment, such as wages and benefits. This protection includes a right to employee use of Tenet e-mail for such purposes, on non-working time, insofar as that use does not interfere with the performance of an employee’s job duties, including any patient care responsibilities.

Employees should not expect privacy with regard to Tenet’s information systems. Any communication which is private, confidential or personal should not be placed on Tenet’s information systems. Employees should expect that any e-mail or voice mail message that is created, sent or received and that any file in the computer network, in local PCs or on disks located on Tenet property may be read or listened to at any time. Tenet expressly reserves the right to intercept, read, review, access and disclose all e-mail messages, to intercept, listen to, review, access and disclose all voice mail messages and to intercept, read, review, access and disclose all computer files, including, but not limited to Internet usage and Web sites that you have accessed. Every time you use or log on to these devices you are consenting to such action. The reasons include without limitation, to investigate wrongdoing, to determine whether security breaches have occurred, to monitor compliance with policies and to obtain work product needed by other employees.

Tenet reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue access to any official work-related social media sites without notice and at its sole discretion.

Deleting e-mail messages and computer files does not necessarily mean that there are not copies on the network or in storage or that the information cannot be retrieved. Accordingly, nothing should be written in a computer file or in e-mail that you would not put in a traditional hard copy document. Please note that it is possible that Tenet could choose to or be compelled to produce e-mail and computer files in litigation.

Tenet purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by your Information Systems Director or Department Manager, Tenet does not have the right to produce such software for use on more than one computer.

