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|  | <b>Human Resource Policy<br/>Employee Relations &amp;<br/>Workplace Expectations</b> | <b>No. HR.ERW.21<sup>1</sup></b>                      |
|                                                                                   | <b>Title:<br/><br/>USE OF EQUIPMENT AND<br/>VEHICLES</b>                             | <b>Page: 1 of 2</b>                                   |
|                                                                                   |                                                                                      | <b>Effective Date: 09-27-11</b>                       |
|                                                                                   |                                                                                      | <b>Previous Version Dated: 01-01-96;<br/>01-01-93</b> |
|                                                                                   |                                                                                      | <b>Corporate Review Dated: 7-17-19</b>                |

## 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:

To provide supervisors with appropriate guidelines regarding employee use of company equipment and vehicles in the performance of job duties.

## III. POLICY:

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees are required to notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee’s responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in corrective action, up to and including termination of employment.

## IV. GENERAL:

Facility vehicles shall be used for official business only and shall be operated within the limits of traffic law and safety regulations. Each employee who drives a facility vehicle must possess a valid state driver’s license or chauffeur’s license, as appropriate.

Employees will be personally responsible for any fines incurred as a result of driving or parking violations while driving a facility vehicle.

<sup>1</sup>Prior to June 3, 2013, the policy number was HR-803.

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|                                                                                   |                                                                                      | <b>Effective Date:</b> <span style="float: right;"><b>09-27-11</b></span>                       |
|                                                                                   |                                                                                      | <b>Retires Policy Dated:</b> <span style="float: right;"><b>12-01-09</b></span>                 |
|                                                                                   |                                                                                      | <b>Previous Version Dated:</b> <span style="float: right;"><b>01-01-96;<br/>01-01-93</b></span> |

## V. PROCEDURE:

### A. Employees

1. Notify supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective, or in need of repair. (Reporting promptly, any damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.)
2. Do not operate a facility vehicle when experiencing any physical or mental impairment that may affect ability to drive safely.
3. Return equipment in good working order upon termination. Failure to do so may result in a deduction from final paycheck for the value of the equipment to the extent permitted by law.

### B. Supervisors

1. Answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.
2. Report any loss of or damage to facility property to the facility's Risk Management Department

### 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.