

	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.08
	Title: NO RETALIATION	Page: 1 of 3
		Effective Date: 11-30-18
		Retires Policy Dated: 06-01-16
		Previous Versions Dated: 09-27-11; 07-01-11; 10-01-09; 06-15-04; 04-01-03; 01-01-02; 09-01-93

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 of greater than 50%; and (3) any hospital or healthcare facility in which an Affiliate either manages or controls the day-to-day operations of the facility (each, an “entity”) (each, a “Tenet Entity” and collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide all Tenet employees, supervisors, and managers with expected behaviors to maintain a work environment free from retaliation.

III. POLICY:

- A. Retaliation of any kind is considered a serious violation of Tenet’s Standards of Conduct and may be a violation of law. Tenet will not tolerate any form of retaliation. All Tenet employees, including supervisors and managers, have a responsibility to create a work environment where concerns can be raised, openly discussed, and reported without fear of retaliation.
- B. Retaliation is any reprisal or adverse employment action taken against an employee as a result of his or her utilizing any of Tenet’s internal grievance procedures or otherwise reasonably exercising any of his or her rights as an employee.

Prohibited retaliation includes any retaliation in connection with:

- 1. Reporting ethical concerns or other unlawful conduct to Human Resources, Ethics and Compliance via the Ethics Action Line or to Management;
- 2. Supporting an internal audit or investigation;
- 3. Filing a Fair Treatment Process (FTP) claim or other type of grievance; or
- 4. Accessing Human Resources, Ethics and Compliance, or Management in connection with a patient safety concern, patient occurrence or other reasonable concern with company policies or practices or compliance with legal obligations.

- C. Allegations of retaliation will be promptly investigated and, if supported, will result in disciplinary action up to and including termination of employment of the individual responsible for the retaliation. It is the responsibility of Management to make sure that retaliation of any kind is not tolerated.

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- D. An employee with a concern regarding retaliatory conduct should promptly report any claims of retaliation to his or her supervisor or through the appropriate management chain of command. If the supervisor or management in the chain of command is unavailable or the employee believes it would be inappropriate to contact them, the employee should immediately contact his or her Entity’s Human Resources Director. The Tenet Entity’s Human Resources Director is available to provide guidance and counsel. There are two other formal avenues to address employee concerns in addition to the informal avenues of the Open Door policy: the Ethics Action Line and the Fair Treatment Process.

IV. PROCEDURE:

A. Employee

1. Become aware of Tenet’s No Retaliation policy and the Standards of Conduct by reviewing the policy, Standards of Conduct, employee handbook and periodic training opportunities.
2. Discuss any perceived retaliation concerns with local management and/or the local Human Resources Director.
3. Review Tenet’s conflict resolution policy, HR.ERW.05 Open Door and Fair Treatment.
4. If you are concerned with confidentiality or you are uncomfortable raising concerns through the chain of command or local Human Resources, use the Ethics Action Line.

B. Supervisor/Management

1. Know Tenet’s No Retaliation policy and the Standards of Conduct. Support the policy in discussions with employees and through other actions. Fully participate in, embrace and promote the annual ethics and compliance training sessions.
2. Create and sustain a work environment where retaliation is not tolerated. Periodically review and discuss this policy and the Standards of Conduct with employees in staff meetings.
3. Respond appropriately to employee concerns regarding perceived retaliation. Advise your Human Resources Director immediately of any allegations of retaliation raised by an employee.

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4. Cooperate fully in the investigation of any retaliation claims.
5. After discussing the situation with your Human Resources Director, take prompt and appropriate action where concerns of retaliation are supported through the investigation process.

C. Tenet Entity Human Resources Director

1. Communicate Tenet’s No Retaliation policy to all facility employees. Support and promote training of supervisors/managers.
2. Be available and sensitive to employee concerns regarding perceived retaliation. Provide guidance and counseling to employees and managers regarding the handling of such claims.
3. Provide prompt direction and guidance to support the investigation of retaliation claims. Work closely with Tenet Entity Management, the Ethics and Compliance Department, and the Law Department to determine the appropriate actions to be taken if retaliation is supported by the investigation.

D. 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.

V. REFERENCES:

- Standards of Conduct
- HR.ERW.05 Open Door and Fair Treatment