

SUBJECT: CODE OF CONDUCT	
Effective Date: 6/1/06	Manual: Policy & Procedures
Approved by: Administration	Dept Cross Reference: All Departments
Revised Date: 7/17	Date for Review: Annual
Reviewed By: Corporate Compliance	Page 1 of 1

Purpose:

To formally document the fundamental guiding principles for the conduct of all employees within Perry County Health Systems. (PCHS)

POLICY:

It is the policy of PCHS to conduct all of its affairs in accordance with the following principles:

1. Ensure all activities conducted by or on behalf of PCHS are in compliance with all applicable laws.
2. Represent PCHS accurately and honestly and do not engage in any activity of scheme intended to defraud anyone of money, property or honest services.
3. Maintain the confidentiality of patients and other confidential information in accordance with applicable legal and ethical standards.
4. Transact all business with vendors, contractors, and other third parties free from offers or solicitations of gifts and favors or other improper inducements in exchange for influence or assistance in a transaction.
5. Preserve and protect PCHS assets by making prudent and effective uses of PCHS resources and properly and accurately reporting its financial condition.
- 6.

STANDARDS:

- A. Employees are responsible for abiding by the principles and standards set forth herein and for conducting the business and affairs of PCHS in a manner consistent with these general statements of principles.
- B. Failure to abide by this Code of Conduct or any related policies may lead to disciplinary action, up to and including immediate termination.
- C. Nothing in this Code of Conduct, nor any related policies or procedure is to be construed as granting or providing any additional employment or contractual rights to employees or other persons.
- D. The fact that a specific law is not addressed by a separate policy does not mean that employees are not required to comply with that specific law. Every employee is individually responsible for following all applicable laws and for adhering to the organization's Code of Conduct.
- E. No officer, employee or agent of PCHS or any of its affiliates are to engage in conduct that does not comply with this Code or to authorize, direct, approve or condone such conduct by any other persons acting by or on behalf of PCHS.
- F. Employees must obey the law and recognize that all activities may be subject to governmental or judicial review. It is the responsibility of each employee to avoid even the appearance of impropriety, that is, any act, no matter how innocent, which might lead others to believe that a violation may have occurred, triggering an investigation or other legal action. Employees are responsible for reporting, according to established procedure, any known or suspected violation of this plan.
- G. Employees are responsible for reporting any known or suspected violation of this plan. The number one preference for reporting issues which you believe to be suspicious, fraudulent, unethical or dishonest as pertains to PCMH, its personnel, services and billing methods, is to directly contact your supervisor or a compliance team member. However to insure all interested parties are given access to a confidential means of reporting and receiving feedback, a compliance Hot-Line is available at: 1-844-800-3730 or via the website www.pchmo.ethicspoint.com.

I have read, and agree to comply with, rules and conditions in this policy. I understand a violation of this policy may result in disciplinary action, including possible termination, and/or legal action. Violations will be reported to the appropriate Department Manager for action.

Printed Name: _____

Emp. #: _____

Signature: _____

Date: _____