

What to expect when you report an ethics concern

1

If you suspect an ethics issue, share it with your immediate supervisor, the AH Guideline or Human Resources.

It is okay if you do not have all the details. Share as much information as you can.

2

When you use the AH Guideline, you can choose to call or submit an online report. You may choose to remain anonymous.

Visit AH Guideline at -
[AdventHealth Guideline \(ethicspoint.com\)](http://AdventHealth Guideline (ethicspoint.com))
or Call 1-888-92-GUIDE.

3

When your report is received, an investigation team is assigned. That team is determined by the issue being raised which then may result in the investigation being led by any of the following:

Corporate Responsibility
Employee Relations
Risk Management

4

The investigation team gathers evidence and interviews those who may have information.

The team keeps your identity confidential to the fullest extent possible.

If you make your report anonymously through the AH Guideline, you will receive a report key. The investigation team may leave a request for additional information in the report, so be sure to check back using the key.

5

Appropriate action is taken.

Because the investigation is confidential, you may not know if (or what) disciplinary action followed the investigation.

6

We do not tolerate retaliation.

AdventHealth does not tolerate retaliation against anyone who reports a concern in good faith or who cooperate with an investigation. This policy is reinforced with everyone involved.

Speak up if you experience or witness retaliation.

We're all responsible for speaking up when we believe our Code of Ethics and Business Conduct has been violated.