

Your  
Hospital's  
Logo  
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# STANDARDS OF CONDUCT

In carrying out its health care ministry in a manner consistent with the Xxxxx Health Ministry Mission, vision and values, each employee and agent of Your Hospital has the responsibility to adhere to a high standard of individual and organizational ethical and legal business practices. The Core Values of Xxxxx Health inspire our Mission and Vision as the Charity of Christ urges us to: Service to the Poor with Reverence, Integrity, Wisdom, Creativity and Dedication. The Core Value of Integrity means “Honesty, Integrity and Straightforwardness.” What does that mean to each of us? It means that we are honest and ethical in our individual and business practices, and that we comply with all laws and regulations that govern our health care ministry.

The Your Hospital Standards of Conduct are a practical extension of Xxxxx Health values. They more fully articulate Your Hospital's expectations for how employees should conduct themselves to promote and protect the integrity of Your Hospital.

Your Hospital expects employees and agents to conduct the business affairs of Your Hospital in a manner consistent with the following principles:

- OBEY THE LAW  
**Conduct all activities in compliance with applicable laws and regulations.** These laws pertain to such areas as abuse, antitrust, employment discrimination, environment fraud, false claims, lobbying and political activity, self-referral prohibitions and tax.
- BE HONEST  
**Promote the highest standards of business ethics and integrity.** Employees must represent Your Hospital accurately, honestly and must not engage in any activity intended to defraud anyone of money, property or services. Employees must act in good faith and in the best interests of Your Hospital.

# STANDARDS OF CONDUCT *(Continued)*

- KEEP CONFIDENTIALITY  
**Maintain the confidentiality of patient information and protect confidential and proprietary information about employees and the organization.**
- PROVIDE FIRST:  
**Conduct activities and relationships with others so as to avoid actual conflicts of interest, in appearance or fact.** If they do have conflicts, employees must make full disclosure and take appropriate action under the Xxxxx Health and Your Hospital “Conflicts of Interest” Policy.
- **Conduct business transactions with suppliers, contractors, vendors and other third parties at arm’s length and free from offers or solicitation of gifts and favors, or other improper inducements.**
- **Exercise responsible stewardship to preserve and protect Your Hospital assets by making prudent and effective use of Your Hospital resources.**

Much that constitutes ethical business behavior is second to people. Sometimes employees encounter situations in which they are unsure of what to do or how to act. A reference guide that describes Your Hospital principles and related standards in greater detail accompanies this document. This reference guide covers a wide variety of circumstances and situations that employees encounter during the course of their work. Please use it as a reference whenever there are questions regarding appropriate business conduct.

I, \_\_\_\_\_, as an associate employed by Your Hospital, am committed to upholding the highest standards of individual ethical and legal business practices. I will not tolerate illegal or questionable activity and promise to take whatever steps are required by the Corporate Responsibility Plan to identify, report and prevent such activity.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE