

 <b>ST. MARY'S Organizational Policy Manual</b>	<b>Policy AD - # 59</b>	
	<b><u>Title:</u></b>	<b>Corporate Responsibility Program: Methods of Reporting Concerns</b>
	<b><u>Replaces Policy:</u></b>	
	<b><u>Policy Originator:</u></b>	<u>Corporate Responsibility Officer</u>
	<b><u>Concurrence:</u></b>	<b>Corporate Responsibility Committee Board of Directors</b>
<b>Administration Corporate Responsibility</b>	<b><u>Effective Date:</u></b>	5/28/98
	<b><u>Revised Date:</u></b>	02/24/2021, 03/14/2017,12/14/2010
	<b><u>Reviewed</u></b>	
	<b><u>Approval:</u></b>	Administrative Executive Committee
	<b><u>Date:</u></b>	03/14/2017,12/14/2010,12/29/03

## I. Purpose:

The Corporate Responsibility Program at St. Mary's Hospital is a program designed to prevent, detect and if necessary, report any violations of laws, rules and regulations in the provision of health care services. The program's further purpose is to facilitate the creation of work environment that is conducive to compliance with all applicable laws, rules and regulations. A primary means of assuring compliance is to heighten the awareness of all employees, agents and professionals with respect to their duties under such laws, rules, regulations, policies and procedures. A key component of the overall Corporate Responsibility Program is the establishment of methods of communicating concerns and possible non-compliance. Various methods shall be established and publicized through which employees can report questionable practices within the organization without fear of retribution. The Program also provides a methodology for the organization to identify, follow-up and take appropriate action of any alleged violation. The methods of communicating suspected violations shall include a Telephone and web-based Values Line, Confidential Internal Phone Mailbox, personal interviews and written anonymous forms. Any Hospital staff may seek clarification from the Corporate Responsibility Officer or members of the Corporate Responsibility Committee in the event of any confusion or question with regard to Hospital policy or procedure.

## II. Procedure:

### A. ST. MARY'S CORPORATE RESPONSIBILITY HOTLINE

The St. Mary's Healthcare CRP Hot Line is developed in conjunction with our Corporate Responsibility Program. The CRP Hot Line is staffed 24 hours per day by trained communication specialists. It is an additional means of communication available to all St. Mary's Healthcare associates, which can be accessed through a toll-free telephone service 24 hour a day, seven days a week, or through use of the internet to report information you may have in regard to a potential violation of law or our Standards of Conduct.

**The toll free number is: 1-844-916-2768 The web site is**  
<https://secure.ethicspoint.com/domain/media/en/gui/74454/index.html>

An Associate may place a call to the number or access the website as listed above and relay a concern that he/she feels may be a violation of law or the Corporate Responsibility Program (Refer to ADM Policy # 91). All incoming calls on the Values Line shall be (to the extent possible) recorded on the Ethics Point script form.