

CONFLICT OF INTEREST

ARIA HEALTH PHYSICIAN SERVICES
HUMAN RESOURCES
POLICY AND PROCEDURE MANUAL

TITLE: CONFLICT OF INTEREST		NO: 913-613
DEPARTMENT RESPONSIBLE: HUMAN RESOURCES		EFFECTIVE DATE: 11/06/2017
EXECUTIVE APPROVALS: CHIEF HUMAN RESOURCES OFFICER	PERSONNEL: ALL STAFF	SUPERSEDES: 06/19/2013
	DISTRIBUTION: ALL STAFF	Page: 1 of: 8
	COMMITTEE APPROVALS: N/A	

POLICY

Aria seeks to avoid situations in which an employee's responsibility to the Aria might be or appear to be compromised by outside obligations.

DEFINITIONS

A. Conflict of Interest

A situation or transaction which compromises or appears to compromise the relationship between an employee and Aria, including without limitation:

1. Having outside financial or business connections or obligations which materially affect the business operations of Aria.
2. Having outside or supplementary employment or other activity which adversely affects the employee's required availability, level of performance, or work relationship with other employees.

CONFLICT OF INTEREST

3. Conducting hospital business with relatives employed outside Aria in situations where preferential treatment or favoritism might be expected or might actually occur.

Because reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored, even when the mitigating facts of a situation are brought to light, the mere appearance of a conflict may be as serious and potentially damaging as an actual conflict. For that reason, one should avoid even the appearance of a conflict of interest.

B. Supplementary Employment

Within the context of this policy, any work performed for an employer other than Aria.

GUIDELINES:

A. Gifts and Favors

Accepting gifts puts the employee in the position of appearing to be indebted to the giver. Therefore, employees may not seek, solicit, or accept any compensation, gift, gratuity, entertainment, hospitality, or other favor from an outside person or entity of such significance that its acceptance might influence or appear to influence the employee's decision-making on actions affecting Aria. Some modest gifts and entertainment, such as an occasional local sports event, concert, golf outing, lunch, or dinner, or the acceptance of promotional material of modest value, such as pens, mugs, calendars, or tote bags, are permissible. As a general guideline, such individual gifts should not be greater than \$50 in value, nor should the aggregate value of all gifts received from one giver exceed \$300 in a year. Money should never be accepted regardless of how small the amount.

Employees may not seek to solicit gifts, entertainment, special favors, or other considerations for themselves or a third party in return for business or services from Aria.

B. Product Endorsement

Employees are not permitted to use Aria's name in authorizing or officially recommending any particular product or service.

C. Political Activities

Employees engaged in political activities may not identify nor promote themselves as representing Aria.

D. Supplementary Employment

Employees engaged in supplementary employment cannot allow such activity to adversely affect their job performance, their ability to meet shift changes, attendance, or use any confidential or proprietary information of Aria in connection with such supplementary employment.

CONFLICT OF INTEREST

E. Preferential Treatment

No preferential treatment in hiring or other personnel actions will be extended to relatives and/or friends of employees, volunteers or other persons affiliated with Aria.

F. Withdrawal from Decisions

Officers, managers and employees are prohibited from exercising decision-making authority or exerting influence concerning any organization or transaction in which they or a family member have a personal interest. Employees must disclose such interest by filing a Conflict of Interest Disclosure Form and have the appropriate individual approve any arrangement for resolving the conflict including the withdrawal from decision-making in the matter.

G. Misuse of Information

No employee of Aria shall, for personal gain or for the gain of others, use any information not available to the public that was obtained as a result of service to Aria. No officer, manager or employee of Aria shall personally exploit any business opportunity in which the employee knows or reasonably should know Aria is or would be interested, unless Aria first consents thereto in writing.

H. Work with Professional Organizations/Associations

An officer's, manager's or employee's work with or for an outside professional organization or association does not create a conflict of interest if such work:

- Is related to their legitimate professional interest and development;
- Does not interfere with their regular duties;
- Does not use Aria materials, facilities, or resources without expressed permission;
- Does not compete with the work of Aria and is not otherwise contrary to the best interest of Aria; and
- Does not violate federal or state law.

PROCEDURE

Employees

Officers and managers of Aria and employees who purchase goods or services for Aria or who enter into and administer contracts on behalf of Aria are required to confirm annually, in writing, on the attached form that he/she has read, understands and agrees to comply with Aria's Conflict of Interest Policy. Employees are responsible

CONFLICT OF INTEREST

for reporting to their manager, any situations or developments in which they feel a conflict of interest may exist or arise by using either the attached conflict of interest disclosure form or a written explanation which adequately describes the conflict or potential conflict.

Management

Management has the responsibility to report to the President of the Hospital or in the case of the President to the Chairman of the Board any situation involving a possible financial or business conflict of interest or appearance thereof. It must then be determined in consultation with the Vice President responsible for Human Resources, if an employment conflict of interest or appearance thereof exists and what action, if any, should be taken.

Human Resources

Human Resources is responsible for offering advice and/or assistance to both employees and management in determining or dealing with possible employment conflicts of interest, or the appearance thereof. Signed compliance forms will be obtained during the annual performance appraisal and will be included in such. Documented cases of conflicts of interest will be maintained in Human Resources.

Violations

Violations of this policy may result in disciplinary action up to and including termination of employment.