

Safeguarding and Proper Use of Assets

You are personally responsible and accountable for the proper use of our funds and property. Each employee is responsible for taking measures to protect computer systems and networks from unauthorized use, access or modification of software. Baptist Health also requires employees to protect patient and other customer property and information to the extent possible.

Our employees are expected to:

- Be personally responsible and accountable for the proper expenditure of Baptist Health's funds and the proper use of its property.
- Use supplies, equipment and property bought and owned by Baptist Health for business purposes only. Unauthorized use of Baptist Health property is considered theft.
- Use computer systems' software and hardware that Baptist Health owns or operates to conduct business.
- Follow the requirements of software copyright licenses and corporate policies on software usage.
- Dispose of surplus, obsolete or junked property in accordance with our policies and procedures. Unauthorized disposal of property is a misuse of assets.

Use of a Baptist Health computer does not guarantee personal privacy.

International Transactions

The Foreign Corrupt Practices Act (FCPA) establishes guidelines for conducting business with entities outside the United States. Provisions of the Act apply to any agent or citizen transacting business with a foreign official. All employees or agents of Baptist Health are required to conduct international transactions in accordance with our Code of Ethics, including the standards set forth in the FCPA.

Requests for Information — Regulatory/Government Agencies

All requests for information from any regulatory or government agency must be complied with in an accurate and timely manner, following the laws and regulations that apply. Any nonroutine request, such as a subpoena, affidavit, warrant or letter from a regulatory or government agency must be immediately referred to the Legal Department or to the Audit and Compliance Department. Any notification of a violation or citation from a government agency that alleges a violation related to the topics covered by our Code must be referred to the Legal Department or Audit and Compliance for immediate attention.

We will cooperate with all valid and appropriate government inquiries or investigations concerning the legal or business practices of Baptist Health. Employees should not

obstruct any government request for information, audit or investigation of Baptist Health.

Our employees must fully cooperate with all internal and external audits conducted, including Audit and Compliance Department audits and investigations.

Requests for Information — News Media

Any request for information from a news or other media source should be referred to the Marketing and Communications Department.

Policy Link

- [BHS Policy 350 Appropriate Routing of Requests for Information and Notifications of Billing Discrepancies by Federally Funded Programs.](#)

Closing

Our goal is to provide quality, comprehensive, cost-effective and advanced healthcare services that meet the needs of the patients and communities we serve. Baptist Health is committed to providing a high level of ethically and professionally competent services and promoting the best possible state of health for our patients and communities. These services are provided according to the highest ethical standards.

Anyone who suspects a violation of our ethical standards has a duty to report that suspected violation. Your established chain of command is available to you as an option for reporting concerns. If you prefer to make an anonymous report, the Compliance Hotline is available 24 hours a day, seven days a week. Call any time.

Compliance Hotline • 888-492-9329
MyComplianceReport.com (Access ID:BHS)

Email inquiries may be sent to ContactCompliance@BaptistHealth.net.