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Owner David Lane: Chief Compliance Officer  
 Policy Area Compliance  
 Applicability Providence Systemwide + PGC

## PSJH-CPP-722 Code of Conduct

<b>Executive Sponsor:</b>	Erik Wexler, Chief Operations Officer
<b>Policy Owner:</b>	David Lane, VP, Chief Compliance Officer
<b>Contact Person:</b>	Karen Coleman, Director, Compliance Services

### Scope:

This policy applies to Providence and its Affiliates<sup>1</sup> (collectively known as "Providence") and their caregivers (employees); employees of our affiliated organizations, professional staff, volunteers and others who are in the direct control of the organization; and members of the Providence System Board; Community Boards; and Foundation Boards, trustees (collectively referred to as workforce members).

Yes  No Is this policy applicable to Providence Global Center (PGC) caregivers?

This is a governance level policy approved by the Board of Directors and signed by the President/CEO.

### Purpose:

To define personal and professional standards of conduct and acceptable behaviors for all workforce members, while carrying out assigned responsibilities within Providence. This policy, along with the Code of Conduct, shall guide workforce members in business interactions with interested parties (e.g., suppliers, vendors, physicians, donors, politicians, etc.).

### Definitions:

**Compliance Program** is fully described in the Compliance Program Description approved by the Board of Directors.

**Workforce Member** is defined as all caregivers, employees of affiliated organizations, board of directors, community board members, foundation board members, volunteers, students, independent contractors, and other persons under direct control of a Providence entity, whether paid by Providence.

## Policy:

Providence maintains a Code of Conduct (The Code) approved by the Providence Board of Directors for its workforce members across the Providence organization. This document describes and encourages behaviors in support of our mission, vision, and values to prevent and halt unethical or unlawful behavior as soon as reasonably possible after discovery. The Code provides Providence employees an understanding of expectations and their responsibilities as a Providence employees including their responsibility to report concerns.

## Requirements:

1. The Code will be provided either in paper format or electronically to caregivers prior to hire but in no event later than 90 days of hire. Thereafter, a link will be provided to the Code whenever an update occurs, and will also be included within the annual compliance education.
2. It is the responsibility of workforce members to:
  - a. Act in a manner consistent with the Code, its supporting policies and procedures as well as applicable federal, state and local laws, and regulations;
  - b. Support the Code by holding others accountable to the standards of conduct established in the Code;
  - c. Seek clarification of any part of the Code that is not understood or where a question arises; and
  - d. Report concerns or alleged violations promptly as outlined in the Code
3. The Code is available to workforce members in printed and/or electronic form in languages determined by management to meet the needs of Providence's diverse workforce.
4. The Code is reviewed and updated periodically.
5. Generally, the Code will cover the following topics:
  - a. Mission and values;
  - b. Purpose of the Code;
  - c. Information on the Compliance Program;
  - d. How to report a concern;
  - e. Non-retaliation and corrective action;
  - f. Standards that address, for example, Patient Standards, Conflicts of Interest, Legal and Regulatory Compliance, and Business Conduct and Practices.

6. Other ministry specifics operationalizing the Providence Code of Conduct may be implemented as long as they do not conflict with the Providence Code of Conduct.

## References:

[Providence Code of Conduct](#)

## Attachments:

No attachments.

### Applicability:

<sup>1</sup> For purposes of this policy, "Affiliates" is defined as any entity that is wholly owned or controlled by Providence St. Joseph Health (PSJH), Providence Health & Services, St. Joseph Health System, Western HealthConnect, Covenant Health Network, Inc., or is jointly owned or controlled by PSJH or its Affiliates and bears the Providence, Swedish Health Services, Swedish Edmonds, St. Joseph Health, Covenant Health Network, Covenant Health, Kadlec Regional Medical Center, or PacMed Clinics name (includes Medical Groups, Hospice, Home Health, etc.).

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## Attachments

[COC FINAL 2023.pdf](#)

## Approval Signatures

Step Description	Approver	Date
Policy Owner	David Lane: Chief Compliance Officer [CJ]	10/2023
Policy Contact	Karen Coleman: Director Compliance	10/2023

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## Applicability

AK - Credena Health, AK - Providence Alaska MC, AK - Providence Kodiak Island MC, AK - Providence Medical Group, AK - Providence Seward MC, AK - Providence St. Elias Specialty Hospital, AK - Providence Valdez MC, CA - Credena Health, CA - Healdsburg Hospital, CA - Petaluma Valley Hospital, CA - Physician

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Enterprise Northern, CA - Physician Enterprise Southern, CA - Providence Cedars-Sinai Tarzana MC, CA - Providence Holy Cross MC, CA - Providence LCM MC San Pedro, CA - Providence LCM MC Torrance, CA - Providence Mission Hospitals, CA - Providence Queen of the Valley Medical Center, CA - Providence Redwood Memorial Hospital, CA - Providence Saint John's Health Center, CA - Providence Saint Joseph MC, Burbank, CA - Providence Santa Rosa Memorial Hospital, CA - Providence St. Joseph Hospital - Eureka, CA - Providence St. Joseph Hospital Orange, CA - Providence St. Jude Medical Center, CA - Providence St. Mary Medical Ctr Apple Valley, MT - Credena Health, MT - Providence St. Joseph MC, Polson, MT - St. Patrick Hospital, NM - Covenant Hobbs Hospital, OR - Credena Health, OR - Providence Ctr for Medically Fragile Children, OR - Providence Health Oregon Labs, OR - Providence Hood River Memorial Hospital, OR - Providence Medford MC, OR - Providence Medical Group, OR - Providence Milwaukie Hospital, OR - Providence Newberg MC, OR - Providence Portland MC, OR - Providence Seaside Hospital, OR - Providence St. Vincent MC, OR - Providence Willamette Falls MC, PHCC - Home & Community Care, PHCC - Home Health, PHCC - Home Medical Equipment, PHCC - Hospice, PHCC - Infusion/Pharmacy, PHCC - PACE, PHCC - Palliative Care, PHCC - Skilled Nursing/Assisted Living, Providence, Providence Express Care, Providence Global Center, Providence Physician Enterprise, Providence Traditional Health Workers, TX - Covenant Children's Hospital, TX - Covenant Health - ACO, TX - Covenant Health Partners, TX - Covenant Hospital Levelland, TX - Covenant Hospital Plainview, TX - Covenant Medical Center, TX - Covenant Medical Group, TX - Covenant Specialty Hospital, TX - Grace Clinic, TX - Grace Surgical Hospital, WA - Credena Health, WA - EWA Providence Medical Group, WA - Kadlec Regional Medical Center, WA - NWR Providence Medical Group, WA - PacMed, WA - Providence Centralia Hospital, WA - Providence DominiCare, WA - Providence Holy Family Hospital, WA - Providence Mt. Carmel Hospital, WA - Providence Regional MC Everett, WA - Providence Sacred Heart Med Ctr & Children's, WA - Providence St. Joseph's Hospital, WA - Providence St. Luke's Rehabilitation Medical, WA - Providence St. Mary MC, WA - Providence St. Peter Hospital, WA - SWR Providence Medical Group, WA - Swedish Medical Center, WA - Swedish Medical Group, WA - USFHP

## Standards

No standards are associated with this document