ACKNOWLEDGMENT OF COMMITMENT TO THE CODE OF CONDUCT

These standards in the Providence Code of Conduct do not, nor were they intended to, cover every situation you may encounter. They provide only broad guidance that is defined in greater detail by the various policies, standards, procedures and guidelines of Providence, your region and your facility.

Providence is committed to the standards outlined in this Code of Conduct. Your commitment is critical to the success of this Integrity and Compliance Program. Failure to do so is grounds for disciplinary action, up to and including termination, in accordance with your personnel policies and/or collective bargaining agreement if applicable.

As with any policy, compliance with the Providence Code of Conduct is a condition for, but not a guarantee of, continued employment.

I acknowledge that I have received my copy of the Providence Code of Conduct.

I understand that I am responsible for becoming familiar with the information contained in the Code and that this Code does not include all of the specific policies of Providence.

I further understand that any clarification of the contents of this handbook will be provided during compliance education sessions or, upon my request, by my supervisor, the local or regional compliance office or the System Integrity office.

Name (Please Print)                        Signature

Date                                          Ministry/Facility and Department
ACCEPTABLE USE

This Acceptable Use policy applies to Providence Health & Services employees/caregivers, volunteers, trainees, and all others doing business with Providence.

Compliance with this policy is an absolute minimum expectation of employment or association with Providence. Additional detail can be found in the Acceptable Use of Information and Information Systems security policy.

We must promote and protect the confidentiality, integrity, and availability of Providence information and technology. This obligation extends to all of our information systems and technology resources including data, systems, networks, and devices (e.g., desktop computers, laptops, Personal Data Assistant (PDA), smart phones, fax machines and copiers).

I acknowledge that:

- Internet usage, communications and transactions on Providence systems are not private. All computer activity is recorded and can be traced to a specific user ID.

- Information and technology associated with or belonging to Providence must be protected by taking appropriate measures such as keeping passwords private, encrypting all computers and devices, and locking all portable devices. Additional information and online training on how to protect information and technology is provided by Providence.

- Providence reserves the right to limit or restrict the use of information or technology to meet the business and service obligations of the organization.

Although information and technology resources are for business use, limited personal use may be permitted with the following restrictions:

- Usage must be reasonable, lawful and ethical.

- Usage must not interfere or be in conflict with Providence responsibilities or productivity.

This commitment is not only our policy, it is the law.

I acknowledge that I have read and understand the Providence Acceptable Use policy.

Signature: __________________________ Date: __/__/____ Employee ID: _______________________

Printed Name: __________________________ Position: __________________________

Department: __________________________ Work Location Ministry/Facility Site: __________________________