



Code of Conduct

ORLANDO
HEALTH®

South Lake Hospital

Message from CEO

Dear Orlando Health Family,

As one of the Southeast's premier healthcare systems, Orlando Health is dedicated to preserving our reputation as a trusted leader that acts with integrity and upholds ethical standards. We believe in treating each other and the patients and families we serve with dignity and respect.

In an effort to adhere to all laws, government regulations, third-party payor agreements, and our own policies and procedures, we maintain a Compliance & Ethics Program.

Our Code of Conduct is an essential component of our Compliance & Ethics Program. It provides us with the opportunity to keep compliance and ethics front and center. Our Code of Conduct supports our mission by reaffirming the values and professional standards that exist among the Orlando Health Family...quality, honesty and integrity.

The Code of Conduct is a guide to help each of us do things the right way. Please take time to read and familiarize yourself with these responsibilities. If you ever have a question or concern that is unclear or not covered within the Code of Conduct, be sure to ask your manager or contact Compliance & Ethics.

Thank you for your continued dedication to Orlando Health.

Warm regards,

David Strong
President and CEO
Orlando Health

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Our Code of Conduct and our corporate policies tell us about what we must do (compliance) and what we should do (ethics).

Our values set us apart and we each must do our part to achieve and sustain these standards. While the Code of Conduct is designed to provide overall guidance, it does not address every situation. It will help guide us in making decisions that conform to the ethical and legal standards expected of us all. More specific guidance is provided in South Lake Hospital's policies and procedures.

This Code of Conduct is a critical part of our Compliance & Ethics Program and the standards herein apply to us all.

WE PLEDGE TO:

- **Read the Code of Conduct and seek to understand how it applies to us**
- **Refer to the Code of Conduct and South Lake Hospital Policies in all situations**
- **Ask questions and report issues**
- **Complete required annual training**
- **Attest our commitment to the Code of Conduct**

The Code of Conduct is not an employment contract, nor is it intended to provide any expressed or implied rights of continued employment. Conduct contrary to the Code of Conduct will result in an investigation and possible disciplinary action, up to and including discharge.

PROMISE



OUR MISSION

To improve the health and quality of life of the individuals and communities we serve.

OUR VISION

A trusted leader inspiring hope through the advancement of health.

OUR VALUES

People

We are committed to excellence in serving and supporting our patients, our physicians, our guests and fellow team members.

We not only care for people, we care about them.

We will do everything in our power to ensure that all people are treated with respect, dignity, kindness and compassion.

We will listen intently to our customers and each other with open minds and with open hearts.

We will make a positive difference in the lives of the people we serve.

Quality

We will never compromise on quality.

Our team will provide the highest quality of care and service in everything we do.

We will take responsibility for conserving time, money and resources.

We will be creative and versatile as a team in our solutions.

Community

We are proud to serve the people of this community.

We will never lose sight of the fact that we are a community-owned organization.

We will demonstrate, in our words and actions, the highest level of commitment to each community we serve.

Positive Attitude

- ▶ Choose and commit to a positive attitude everyday.
- ▶ Smile and greet others.
- ▶ Treat taking care of people as an honor.

Respect

- ▶ Reduce suffering — be sensitive to the fears and frustration of patients and guests.
- ▶ Personally escort guests to their destination.
- ▶ Put our patients first in every situation.

Ownership

- ▶ See it, own it, solve it.
- ▶ Take ownership in creating a quality outcome for every interaction.
- ▶ Ask “What action can I take right now to improve the patient experience?”

Mindfulness

- ▶ Stop and focus on the person, not the task.
- ▶ Look and understand the uniqueness of your patient.
- ▶ Listen to your patient and remember to provide safe patient care.

Inclusiveness

- ▶ Appreciate and value everyone as an individual.
- ▶ Be understanding of differing opinions.
- ▶ Validate others by showing empathy.

Superior Communication

- ▶ Keep others informed by explaining routines, plan of care, delays and the “why” behind what you are doing.
- ▶ Ask for clarification when needed.
- ▶ Ask open-ended questions to further understand needs.

Exceed Expectations

- ▶ Anticipate needs to create a memory of kindness.
- ▶ Do something unexpected to delight guests...going above and beyond is often all about the little things.
- ▶ Thank patients for allowing you the privilege to care for them.

We Care About Our Patients

Treating Patients with Compassion and Dignity

As a not-for-profit organization, South Lake Hospital is committed to excellence in serving and supporting our patients, their family and guests. We will do everything in our power to ensure that all people are treated with respect, dignity, kindness and compassion.

- We listen intently to our patients and each other with open minds and open hearts.
- We help our patients understand and exercise their rights, such as the right to privacy; to be free from discrimination; to make informed healthcare decisions and advance directives.
- We inform our patients and, when permission is given, their families and others about care, treatment and service options.
- We help our patients understand financial assistance available to them.

Providing Quality Healthcare Services

We will never compromise on quality. Our team will provide the highest quality of care and service in everything we do.

At South Lake Hospital, we believe that quality and safety go hand in hand. We are dedicated to providing a healing environment that embraces quality care, promotes health and safety, and delivers the best possible patient experience. We take our commitment to patient safety seriously, by following proven best practices and processes that decrease harm to both our patients and our team members.

South Lake Hospital is repeatedly recognized for excellence in quality and safety, demonstrating our commitment to the highest level of care and service. We do this by comparing our service quality against national standards to identify ways to continually improve the quality of care we provide. We will continue to be creative and versatile as a team in our solutions.

**We provide
the highest
quality of care to
all regardless of age,
sex, race, color,
national origin,
or disability.**



Patient Diversity

As a leading healthcare provider, South Lake Hospital is continually striving to incorporate multicultural and diversity awareness into our patient care — making each and every patient experience the best experience possible. Central Florida is home to a diverse cultural population, as well as visitors from around the world, which is reflected in our patient population. Our Culture and Language Resources Department is a valuable resource for providing culturally competent care for all of our patients and guests.

Notice of Nondiscrimination

Discrimination is Against the Law

South Lake Hospital complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. South Lake Hospital does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

South Lake Hospital:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact any team member or care provider of the South Lake Hospital facility or physician's office where you will be receiving services, or call the Culture and Language Resources Office at 321.841.7375. Patients who use sign language please call TTY 1.800.955.8771 (English), TTY 1.877.955.8773 (Spanish), or TTY 1.877.955.8707 (French) to connect with the nurse or physician's office representative to inform them that you will be using our interpreter services during your visit/appointment.

If you have any difficulties obtaining services you can call the hospital operator at 352.394.4071 and request to speak with the assigned Civil Rights Coordinator (Administrative Supervisor) in the Nursing Administration office for this facility.

If you believe that South Lake Hospital has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with the Orlando Health Compliance & Ethics department by mail at 1414 Kuhl Ave. Mail Point 29, Orlando, FL 32806, by telephone at 321.841.2335, by fax at 407.246.7083 or by email at R-Compliance&Ethics@orlandohealth.com.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

1.800.368.1019, 1.800.537.7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

Providing Emergency Treatment

We comply with the Emergency Medical Treatment and Labor Act (EMTALA).

This means:

- We provide emergency medical and (if necessary) stabilizing treatment to all patients, regardless of their ability to pay.
- In an emergency situation, financial and demographic information is obtained only after the patient's medical needs are met.
- We do not consider the ability to pay as a factor in determining whether to admit or discharge patients.
- South Lake Hospital only transfers patients to other facilities when we cannot meet their medical needs and only after they have been stabilized.

**We report
and resolve
any deviations,
misconduct or
conflicts.**



We Support Our Team Members

Compliance & Ethics Program

Our Compliance & Ethics Program (CEP) exists to assist us in complying with laws, regulations and policies. The program supports team members and other affiliates by providing education on these requirements while being a resource to consult and interpret corporate policy and compliance matters. Compliance & Ethics sustains the CEP by helping us fulfill our job responsibilities in an ethical and legal way.

Compliance & Ethics refers to Orlando Health's Corporate Compliance, Internal Audit, Privacy and Information Security teams collectively. The department is a great resource for any questions or concerns we have about our ethical responsibilities.

South Lake Hospital is committed to conducting its business in full compliance with all applicable laws, regulations and policies. When used in this document, "laws, regulations and policies" refer to:

- Federal, state and local laws and regulations
- Requirements such as the Centers for Medicare & Medicaid Services' Conditions of Participation
- Accreditation standards such as those required by The Joint Commission and other accrediting entities
- South Lake Hospital corporate policies and procedures
- South Lake Hospital Code of Conduct
- Any other rules, regulations or requirements that may be applicable

Workforce and Recruitment Diversity

We recognize our responsibility to develop a workforce that reflects the communities in which we serve. From the recruitment and hiring of our physicians and team members, to the identification and recruitment of our board members, South Lake Hospital promotes diversity by selecting the most qualified and skilled representatives to meet the needs of our culturally diverse and growing community. We know that by mirroring the diversity of our community, we are better able to relate effectively to our patients and families.



Reporting Compliance Concerns

South Lake Hospital's Compliance Hotline is a simple, confidential, risk-free method for us to report compliance concerns. Your concerns can be reported by calling **888.464.6747** or logging onto **OrlandoHealth.AlertLine.com**. The Compliance Hotline is available 24 hours a day, seven days a week and is managed and operated by an independent communications firm hired by Orlando Health to ensure the integrity and objectivity of compliance reporting. Calls and web reports are not recorded, and confidentiality is protected up to the limits of the law and to the greatest extent possible. We use the Hotline if we have exhausted other means of communication or are uncomfortable with disclosing our identity when reporting a concern. Some concerns should be referred to Human Resources. The charts below help us determine who to contact in certain situations.

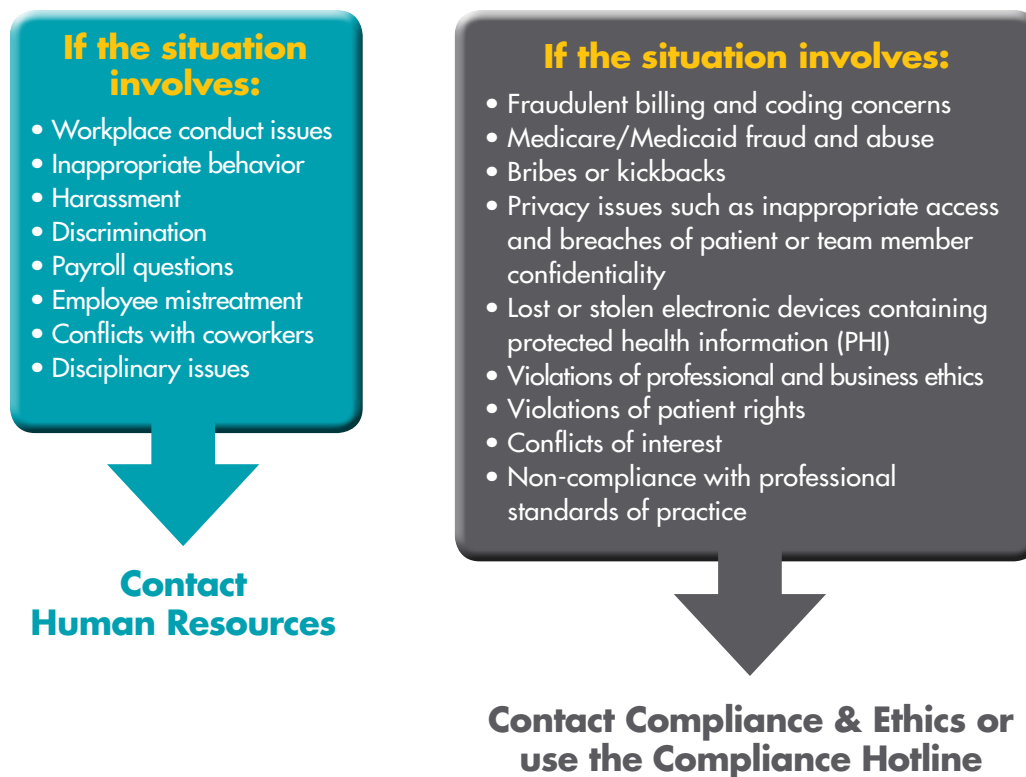
We report concerns and suspected misconduct that could violate state or federal laws, South Lake Hospital policies or this Code of Conduct.

Maintaining the high ethical standards of South Lake Hospital is everyone's responsibility. If we become aware of or suspect a situation that might jeopardize the ethical integrity of our organization, it is our obligation to report the circumstances.

This means we:

- Report any suspicious activity in good faith
- Provide true and complete information
- Keep matters under investigation confidential, unless otherwise required or permitted by law

These duties apply to all of us, including team members, board members, providers, volunteers, students, community physicians, vendor representatives, and independent contractors while carrying out their duties at or on behalf of South Lake Hospital.



We developed a **Three-Step Communication Process** to assist us with our responsibility to report possible violations of laws, regulations or policies.

1

Speak to your immediate supervisor.

2

Speak to the manager or director responsible in your area.

3

Contact the confidential Compliance Hotline at 888.464.6747 or [OrlandoHealth.AlertLine.com](https://www.orlandohealth.com/alertline).

No Retaliation

South Lake Hospital resolves reports made in good faith in a discrete and professional manner. We do not tolerate any type of retaliation from anyone. If anyone feels that they have suffered retaliation as a result of reporting concerns in good faith, they are to contact Human Resources or make use of the Three-Step Communication Process.

Workplace Conduct and Integrity

South Lake Hospital is dedicated to providing high-quality, skilled care in a courteous, professional and compliant environment. We are committed to fostering an atmosphere that promotes integrity, honesty and mutual respect. We encourage and foster a workplace where we are free to discuss any concerns we may have.

We maintain a positive work environment that supports our values and policies.

This means we:

Respect one another

- Support and observe a workplace free of alcohol, drugs and tobacco use
- Do not discriminate in employment opportunities or practices on the basis of race, color, national origin, age, disability, sex or any other status protected by law
- Do not tolerate intimidating, threatening, or harassing behavior, such as:
 - Offensive comments, jokes, disparaging language and slurs
 - Unwelcome sexual advances, including verbal or physical conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment
 - Workplace violence

We Are Committed to Our Community

South Lake Hospital maintains a rich tradition of serving the community and promoting its cultural diversity. In addition to the many services we provide, including health fairs, screenings and wellness activities, we are proud of our relationships with organizations in Central Florida that promote our commitment to cultural diversity and allow us to provide benefits beyond traditional healthcare programs. South Lake Hospital's Community Relations Department supports these numerous, diverse community affiliations and outreach programs.

A Responsible Not-for-Profit Organization

South Lake Hospital is organized and operated exclusively as a not-for-profit organization to serve the healthcare needs of the community, and therefore, is exempt from the payment of federal income tax. All of South Lake Hospital's assets are used exclusively to further its charitable purposes. None of our assets may be used to benefit an individual who is in a position to exercise influence over the business concerns of South Lake Hospital. We do not allow net earnings to benefit insiders of the organization, or take part in any activities that result in excess financial benefits to any private individual.

As a not-for-profit organization, we:

- Avoid compensation arrangements in excess of fair market value
- Accurately report payments to appropriate taxing authorities
- File all tax and information returns consistent with applicable laws



Political Activity

As an organization, South Lake Hospital's political activities are limited by law.

As individuals we:

- Are encouraged to participate in personal civic and political activities on our own time and at our own expense
- Do not engage in partisan political activity using South Lake Hospital organizational funds or resources (such as work time, paper, envelopes, secretarial time, postage or telephones)
- Do not seek reimbursement from South Lake Hospital for any personal contributions to political organizations or campaigns
- Do not attempt to influence the decision-making process of governmental bodies or officials by improperly offering any benefit

Antitrust Commitment

Antitrust laws are designed to create a level playing field in the marketplace and to promote fair competition. We comply with applicable antitrust and similar laws that regulate competition. We do not discuss or make agreements with competitors regarding:

- Price or other terms for product sales
- Prices paid to suppliers or providers
- Dividing up customers or geographic markets
- Joint action to boycott or coerce certain customers, suppliers or providers

We are affiliated with numerous trade and professional associations. These affiliations promote the sharing of information; however, it is not always appropriate to share business information with these associations and their members.

- We engage in marketing and advertising activities to educate the public, provide information to the community, increase awareness of our services and recruit employees.
- We present only truthful, informative and non-deceptive information in our materials and announcements.

We seek advice from Compliance & Ethics and the Legal Department when confronted with business decisions involving a potential violation of antitrust laws.

Safeguarding Our Environment

South Lake Hospital is committed to providing a safe and secure environment for everyone. To accomplish this, we comply with established safety and infection control laws and regulations, which are intended to prevent job-related hazards.

- We are consistent with ergonomic standards and maintain a safe work environment.
- We are respectful of the environment and conserve natural resources.
- We exercise our policies and procedures with regard to the environment and use South Lake Hospital's buildings, property, laboratory processes and medical products in accordance with federal, state and accreditation standards.
- We comply with permit requirements that allow for the safe discharge of pollutants into the air, sewage systems, water or land.
- We comply with all laws and regulations governing the handling, storage, use and disposal of hazardous materials, infectious wastes and other pollutants.

We Protect Sensitive Information

Confidentiality of Patient Information

We all play a role in protecting the confidentiality of patient information. To prevent unauthorized disclosures, we do not access confidential patient information or share it with anyone unless there is a legal need to know. We safeguard patient information and protect the privacy of patient medical records according to federal, state and accreditation requirements. We do not take Protected Health Information (PHI) home or transport PHI without proper approval from management.



To avoid disclosures of PHI to unauthorized individuals, we must safeguard all communications. Examples of communications include faxes, emails and conversations on the telephone or in public areas. We exercise caution when opening attachments, links, or providing credentials to or from unrecognized external sources.

South Lake Hospital does not tolerate inappropriate, intentional access and/or disclosure of patient information by team members.

Information Security

Information security refers to safeguarding confidential and sensitive information from damage, loss, unauthorized access or unauthorized modification. We maintain and safeguard all types of information, including, but not limited to, email communication, patient data, payroll records, personnel files, access codes and passwords to prevent unauthorized disclosures. We do not download software onto our computers without obtaining permission from Information Services.

Q: I'm on my break and want to do some shopping online. Can I use my South Lake Hospital computer to surf the web?

A: No. Websites can be infected with viruses that could infect your computer and compromise information, including protected patient information.

It is **OK to access a patient's record when we are:**

- Providing medical care to the patient
- Providing ancillary services to the patient (e.g., billing, coding, scheduling or registration)

It is **NOT OK to access a patient's record when we are:**

- Curious about a patient's condition or location
- Checking on a family member or friend's condition

Q: In the middle of my shift my coworker was rushed to the Emergency Department. Can I use an electronic medical record system to see what room she is in so I can bring her flowers?

A: No. You cannot access a coworker's medical record using an electronic medical record system. In this situation you can contact her directly or contact guest services.

Q: During my shift today, my neighbor was admitted to my unit. Can I tell our other neighbors about his condition?

A: No. Unless you have permission from the patient, you are not allowed to disclose any protected information.

It is appropriate to disclose a patient's record to:

- A team member providing care to the patient (treatment)
- The insurance company of the patient in order to receive payment for care provided (payment)
- A South Lake Hospital Quality Review Committee for quality and improvement activities (operations)

Q: I was recently diagnosed with cancer and I have not shared this information with anyone, but I'm concerned that my coworker has been accessing my records. She seems to know a lot about my diagnosis. What should I do?

A: Report your concern using the Three-Step Communication Process. Do not conduct your own investigation.

Social Media

Social media provides unique opportunities to participate in interactive discussions and share information using a variety of platforms, such as Facebook, LinkedIn, Twitter, YouTube, Instagram, Snapchat, Pinterest, blogs, forums and posted comments. We recognize that all information, comments and opinions placed on social media sites and blogs can shape the way the public views our delivery of care and treatment to patients, our team members and vendors.

We are committed to ensuring that the use of such communications serves the needs of our business by maintaining South Lake Hospital's identity, integrity and reputation in a manner consistent with our corporate and brand strategies. When participating on social media please keep in mind:

- Posting of any confidential or proprietary information is prohibited.
- Posting material that is discriminatory, obscene, or defamatory is prohibited, whether the subject is the organization, fellow team members, colleagues, business partners, competitors or patients.
- If you mention South Lake Hospital, or your connection to South Lake Hospital is apparent, make it clear that you are speaking on your own behalf.

For more information on the established rules and guidelines, please refer to corporate policy.



Media Relations

To protect patient and team member privacy, we coordinate all requests from the media for interviews with team members, medical staff members or employees of contracted services through Community Relations.

If we receive an inquiry from the news media, including requests for information about a patient's condition, we immediately contact Community Relations. If the Community Relations Department is closed, the calls are directed to the administrative supervisor on duty who will then contact Community Relations staff.



Team Member and Human Resources Information

We maintain team member salary, payroll, benefits, disciplinary records and other personal information in a confidential manner. We exercise care and reasonable judgment to protect unnecessary disclosures of such information.

Proprietary Information

Just as we protect patient and team member information, we also protect South Lake Hospital proprietary information.

Therefore we:

- Safeguard information technology and proprietary electronic information, and protect it from improper use and access
- Guard our assets and the assets of others entrusted to South Lake Hospital, including physical and intellectual property, and protect sensitive information against loss, theft or misuse
- Use South Lake Hospital property appropriately and take measures to prevent any unexpected loss of equipment, supplies, materials or services
- Adhere to established policies regarding approval for disposing of South Lake Hospital assets and data

Q: My brother-in-law sells medical equipment. Am I allowed to tell him how much South Lake Hospital pays for similar products so that he can prepare a competing bid?

A: No. Pursuant to corporate policy, we do not use South Lake Hospital information for personal benefit or personal business purposes.

Intellectual Property

South Lake Hospital follows laws regarding intellectual property, including patents, trademarks, marketing, copyrights and software. We comply with the law in all our internal and external activities.

As a result, we:

- Do not make, acquire, use, distribute or reproduce intellectual property
- Follow all copyright laws of the United States, even if the work does not carry the copyright symbol
- Do not reproduce documents for distribution outside of South Lake Hospital unless we have the appropriate permission from management and the copyright holder

Search Warrants, Subpoenas, and Government Inspections and Investigations

South Lake Hospital has established policies and procedures to help us handle search warrants, subpoenas, government inspections and investigations. If we receive an inquiry such as a search warrant, subpoena or investigation, we will immediately contact Risk Services and Compliance & Ethics to determine next steps.



Record Keeping

South Lake Hospital produces a large number of records and documents. Some examples include:

- Patient medical records
- Financial records
- Email communications
- Transitory messages
- Presentations
- Diagnostic images, e.g., X-rays
- Vital records
- Company business records

Some rules we follow about documentation include:

- We do not falsify facts or make false records.
- We do not sign someone else's name on any document.
- We do not document records as someone else.
- We only create records that are necessary and required.
- We only give records and information to people who have a legal need to know.
- We preserve patient and team member security, confidentiality and privacy.

Record Retention and Destruction

We follow the guidelines established in corporate policies and procedures regarding the proper storage and destruction of records. Some of those guidelines are:

- All records are kept for the legally required timeframe.
- After the time requirement has been met, it is important to destroy the records in a timely and appropriate manner in accordance with corporate policy.
- Records to be disposed of that contain patient, financial or other confidential information must be discarded in a designated shred bin. Under no circumstances should these documents be thrown in the trash.

We Value Ethical Business Practices

Fraud, Waste and Abuse

South Lake Hospital has adopted policies and procedures to prevent, detect, deter and correct fraud, waste and abuse in accordance with federal and state laws. Various federal and state laws, such as the Federal False Claims Act and the Florida False Claims Act, prohibit false claims and other fraudulent activity. Violations of these laws can result in civil actions and penalties. Other laws and regulations governing the integrity of the Medicare and Medicaid programs are in place to reduce fraud, waste and abuse. Our policies are available through Sky Net, the South Lake Hospital intranet.

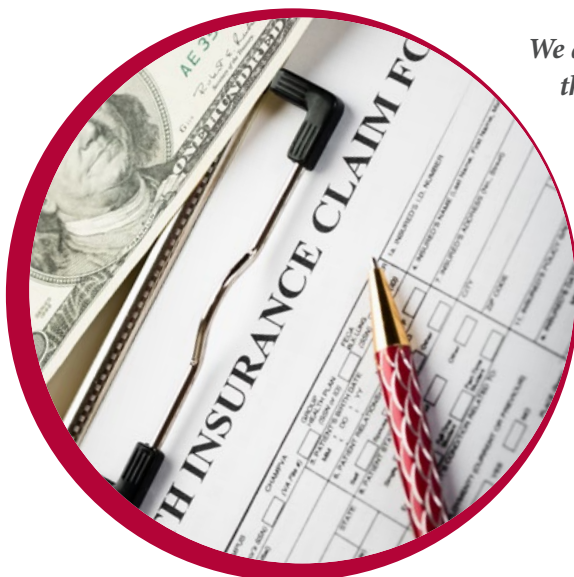
If we know or suspect activity of this nature, we report it immediately using the *Three-Step Communication Process*. If we are uncertain whether an activity is fraudulent, we contact Compliance & Ethics for guidance.

Individuals who lawfully report false claims or other fraudulent conduct, or who otherwise assist in an investigation, action or testimony, are protected from retaliation under federal and state laws and corporate policy. We do not discriminate or retaliate against any whistleblower who files, in good faith, a civil action for false claims or participates in a South Lake Hospital investigation.

We do not:

- Forge patient billing-related items
- Bill for services or supplies that are not rendered medically necessary, nor documented
- Misrepresent a diagnosis or procedure code in order to obtain a higher payment
- Alter or forge checks
- Mishandle or improperly report financial transactions
- Falsify or alter any record or report, such as an employment application, payroll or time record, expense account, cost report, patient medical record, scientific research or data collection record
- Destroy any information considered part of the patient medical record

The Federal False Claims Act makes it a crime for any person or organization to knowingly make or file a false claim for payment from the federal government.



We accurately and legally code and bill the government, third party payors and patients.

We are committed to full compliance with federal healthcare program requirements, including preparing and submitting accurate claims consistent with such requirements. Our processes assist us with monitoring and verifying that claims are coded and submitted accurately and appropriately. Strict federal and state laws and regulations govern third-party billing of our insured patients.

Internal Investigations and Requests for Information

We promptly and thoroughly investigate all reports of illegal activity or violations of our Code of Conduct and corporate policy. We cooperate fully with these investigations. We do not act in any way to prevent, hinder or delay the discovery and full investigation of these matters.

While fully cooperating with all investigations, we still protect the legal rights of South Lake Hospital and our team members.

Criminal Conduct

South Lake Hospital does not tolerate or condone criminal activity. If we suspect possible criminal activity, we report it immediately using the Three-Step Communication Process.

We report instances of criminal or illegal activity that present an immediate risk to the safety of any person to South Lake Hospital Security or the local police.

We understand that any team member found to be involved in criminal conduct will be disciplined in accordance with corporate policy. Disciplinary action will be appropriate for the offense committed, up to and including termination.



Screening of Covered Persons

We do not knowingly contract with, employ or bill for services rendered by an individual or entity that is excluded or ineligible to participate in federal healthcare programs, suspended or debarred from federal government contracts, or has been convicted of a criminal offense related to the provision of healthcare items or services.

On a prescribed schedule, South Lake Hospital confirms that all covered persons performing functions or services on South Lake Hospital's behalf are verified against the government's exclusion lists to ensure that we are not employing or conducting business with excluded persons or entities.

Q: Who is included in the definition of "covered person"?

A: Covered persons include, but are not limited to, employees of South Lake Hospital, board or committee members, medical staff members, providers, allied health professionals, volunteers, students, vendors, independent contractors and individuals doing business on behalf of the organization.

Financial Relationships

We carefully review financial relationships for compliance with the Anti-Kickback Statute and Stark Law.

We must not attempt to gain any advantage or encourage favors with improper payments, business courtesies or other inducements. We do not offer any improper inducements or favors to patients, providers or others to encourage the referral of patients to our facilities or to use a particular product or service. We will not solicit gifts or favors in exchange for influence or assistance in a transaction when conducting business with an individual or entity, including vendors.

Business arrangements with physicians must be pursuant to signed, written contracts and appropriately structured to comply with legal requirements. All transactions with physicians require review and approval by the appropriate South Lake Hospital leader for the contracting South Lake Hospital entity and approval as to form by the Legal Department and, in some arrangements, Compliance & Ethics in accordance with the South Lake Hospital physician transaction policies.

All South Lake Hospital team members who interact with physicians, particularly those in a position to approve financial arrangements with physicians or process payments to physicians, must be aware of the legal requirements and South Lake Hospital policies that address relationships between South Lake Hospital entities and physicians.

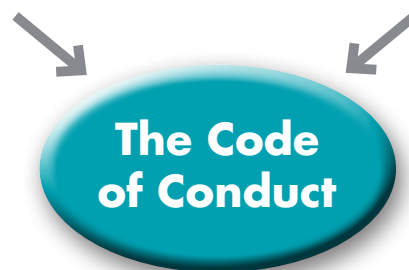
Business Inducements

A business inducement is an economic advantage or benefit given to an individual or entity based on their position or relationship to South Lake Hospital. To prevent engaging in business inducements, our policies include the following:

- We accept patient referrals and admissions based solely on the patient's clinical needs and our ability to render the needed services.
- We do not ask for or receive anything of value, directly or indirectly, in exchange for the referral of patients.
- We do not pay or offer to pay anyone — employees, physicians or vendors — for the referral of patients.
- We do not accept payment for referrals that South Lake Hospital makes.
- We do not provide “professional courtesy” discounts to members of the medical staff or their families.
- We do not allow hospital charges owed by an affiliated physician to be waived, in whole or in part.

“I can’t find a policy to address an issue that recently came up in my unit. Where else can I look for answers?”

“I found a policy related to my question, but I’m not sure if it agrees with the Code of Conduct. Which one should I follow?”



Competitors and Vendors

Team members will not be employed by, act as a consultant to or have an independent business relationship with any of South Lake Hospital's vendors or third-party payors unless prior approval is obtained from the chief compliance & ethics officer and the Executive Cabinet. Further, management and executive team members will not be employed by, act as a consultant to or have an independent business relationship with any entity that provides goods or services that are substantially similar to those that South Lake Hospital provides or is considering making available.

Team members will not invest in a vendor, payor, provider, supplier or competitor above the limits established in corporate policy unless we first obtain written permission from the Executive Cabinet through the chief compliance & ethics officer.



Contracting and Business Relations

- All contract negotiations, contracts and business relations must be consistent with laws, regulations and policies.
- Contracts must be in writing and signed by the president.
- Contracts identified with potential conflicts of interest are reviewed by the chief compliance & ethics officer.
- Information about South Lake Hospital business activities, including strategy, prices, costs, finances and similar matters, is private and confidential.
- South Lake Hospital does not enter into any agreement that is a refusal to deal with another organization or could impair the business of South Lake Hospital or the other organization.



Vendor and Product Selection

We:

- Select vendors using objective measures
- Afford all vendors who meet these standards equal opportunity to present their products and services
- Do not give or receive any form of payment, kickback or bribe to induce the referral or the purchase of any product or service
- Select the product or service that best meets the needs of our patients and South Lake Hospital

Gifts and Business Courtesies

All gifts or business courtesies (including business meals and entertainment) offered, received or exchanged with non-South Lake Hospital entities and persons must meet the requirements as established in corporate policy. If we are unclear whether a specific offer or exchange is prohibited by policy, we contact management and Compliance & Ethics for further guidance.

We do not:

- Solicit gifts
- Allow gifts to improperly influence relationships, business outcomes or decision-making, or promote the appearance thereof
- Use gifts for the purpose of inducing, securing, or rewarding the referral of a patient or the ordering of a service or supply
- Give or receive gifts from patients, families or representatives
- Give or accept cash or any cash equivalents (e.g., checks, gift cards, gift certificates, vouchers, loans, stock investments) to or from any patient or non-South Lake Hospital person or entity
- Allow vendors to pay for travel or lodging expenses

IMPORTANT



We do not accept gifts or business courtesies at any time during active negotiations or throughout the Request for Information/Request for Proposal process with a potential vendor.

Q: My patient's father gave me a \$25 gift card. Can I keep it?

A: No. South Lake Hospital policy prohibits team members from accepting cash and cash equivalents. One reason for this policy is to ensure that all patients are given the same level of care.

Q: My department would like to host a holiday party. Is it acceptable?

A: Yes. Team members can pay for the costs of social events as long as the team members are not acting on behalf of South Lake Hospital. The cost of these private social events cannot be a business expense for tax purposes, and team members will not charge South Lake Hospital or otherwise receive reimbursement from South Lake Hospital to cover this expense.

Workshops, Seminars and Training Sessions

We are required to obtain management approval before accepting a vendor's offer to conduct or fund training sessions or product knowledge classes. If invited to attend a conference, seminar, workshop or other similar function sponsored by a third-party, we must first seek management approval. Management then consults Human Resources when determining whether to accept such an offer.

Generally, if approved, vendors are only allowed to pay for the registration fees.

Q: A medical device company invited me to speak at a national conference about a product that South Lake Hospital is using. The vendor offered to pay the cost of the conference, travel and lodging for three days. Is this acceptable?

A: No. South Lake Hospital policy sets the guidelines for our team member's involvement:

- The team member cannot accept payment from the vendor for their plane ticket to the conference.
- The team member cannot accept payment from the vendor for the cost of the hotel.

Conflict of Interest

Our corporate policy sets forth standards of conduct expected by South Lake Hospital with regard to conflicts of interest. We act in the best interest of South Lake Hospital and carry out our duties with total objectivity.

In our dealings with and on behalf of the organization, we hold ourselves to a strict rule of honest and fair dealing and conduct ourselves in accordance with laws, regulations, policies and employment agreements when applicable.

We do not use our positions, or knowledge gained as a result, in any manner that creates a conflict between the interest of South Lake Hospital and ourselves.

Here are some examples of potential conflicts of interest:

- Direct reporting relationship between family members
- Using South Lake Hospital property, information or resources for non-Orlando Health purposes
- Holding outside jobs or positions that distract from our work at South Lake Hospital
- Making business decisions that could benefit family or friends
- Having a financial or ownership interest in an entity that competes with South Lake Hospital
- Having financial relationships that could appear to influence the independence of patient care decisions
- Issuing testimonials, endorsing or promoting a vendor, payor, provider, product or service

A conflict of interest refers to a situation in which financial or other personal considerations may compromise, or have the appearance of compromising, an individual's ability to make objective decisions in the course of the individual's job responsibilities.

Q: What should I do if I see a potential conflict of interest or have a question about conflicts of interest?

A: Speak with your manager or immediate supervisor, or reach out to Compliance & Ethics for guidance.

Protection of Assets

Financial Reporting

Financial statements aid in business management and are important in meeting our obligations to our patients, team members, suppliers and creditors. We are committed to providing accurate financial statements as they are essential in complying with tax and financial reporting requirements.



This means we:

- Utilize generally accepted accounting principles to maintain and report accurate financial statements
- Maintain a financial reporting system that provides timely, accurate and comprehensive disclosures
- Promptly report concerns involving accounting, financial reporting, use of assets and internal controls to the chief compliance & ethics officer
- Record all transactions, payments and receipts timely, accurately and in a consistent manner
- Do not create false or misleading entries in any financial record
- Do not take any action to fraudulently influence, coerce, manipulate, mislead or obstruct any auditor engaged in an audit for the purpose of misrepresenting the organization's financial condition

Use of Company Assets

We only use company assets for South Lake Hospital business purposes, not for personal gain or benefit. Some examples of company assets are:

- Equipment
- Funds
- Team member time
- Inventory
- Software
- Business strategies and data (financial, patient or otherwise)
- Supplies

If we have any questions about how to use company assets, we should speak with our manager first.
If we suspect any loss, misuse, waste or abuse of company assets, we report it to Compliance & Ethics.



Travel and Entertainment

South Lake Hospital funds travel, entertainment and business-related expenses in accordance with corporate policy.

Travel and entertainment must be consistent with our job responsibilities and support the interests of the organization. We exercise reasonable judgment when utilizing company resources to fund travel and entertainment expenses. We do not ask Orlando Health to reimburse us for personal expenses incurred during travel and entertainment.

Maintaining the Highest Standards of Ethical Excellence

If you have any questions regarding
the Code of Conduct, please contact
Compliance & Ethics:

321.841.2335

R-Compliance&Ethics@OrlandoHealth.com

Contact the confidential Compliance
Hotline to anonymously report any
compliance concerns:

888.464.6747

OrlandoHealth.AlertLine.com

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