

KAISER PERMANENTE LABORATORY POLICIES SUMMATION

Disclaimer: This is meant to be a SUMMARY of a select number of the company's policies only, and is not intended to be a substitute for review of the full policies or the applicable Collective Bargaining Agreement.

The complete library of company policies is located at:

<http://npl.kp.org/pl/do/public/region/select?regionSave=false&VIEW=M&selectedRegionId=1002>

Abusive Behavior:

- Action may be taken for any abusive encounter (intimidation, ridicule, and demeaning behavior) or any encounter not conducive to treating people with courtesy, dignity, and respect. Report incidents *immediately* to a manager or HR, for prompt investigation. Any inappropriate behavior will follow current discipline processes.

Acceptable Use of KP Computer Systems:

- Kaiser Permanente employees will only use KP information, networks, computer software and computer hardware for authorized activities related to their job. No tampering, unauthorized access, copying of software, promoting a personal business, selling, entering unauthorized code, political activity, accessing pornographic websites, hate based sites, hacker sites, chat sessions.

Artificial Fingernails:

- Any employee who has direct patient contact may *not* apply artificial nails, tips, wraps, appliqués, silks, acrylics, gels, or fingernail jewelry. Polish is OK.

Attendance: (Refer to the Colorado Region Attendance Policy)

- It is a fundamental responsibility of all employees to report to work on time and as scheduled, to assure good delivery of care to our members. An occurrence is defined as:
 1. Absent for more than half your scheduled shift
 2. 3 tardies or 3 early departures from scheduled shift
 3. Failure to comply with the (tardy, sick, absent) protocol for calling in and reporting, as specified by KP and the department. An employee is required to call in *each day* unless an extended hospital stay or other extended absence is reported.
 4. Failure to work an extra shift after volunteering to do so, or after being assigned to do so.
- Medical documentation is required upon return to work after 3 consecutively scheduled shifts, or with suspicious use of sick time.

Cell Phones:

- Designated laboratory cell phones are available only for KP business during work time. All personal calls on personal cell phones should be made on non-work time such as breaks and lunches.
- The laboratory is considered a dirty area, and for safety purposes, all personal cell phones should be stowed and turned off during working hours.
- Additionally, employees should not receive calls during the work day except under circumstances requiring immediate attention.

Discrimination and Harassment Free Work Environment:

- Employment by Kaiser Permanente (KP) is based on merit, qualifications, and competence. Employees and applicants will not be discriminated against on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, age, physical or mental disability, veteran status, sexual orientation or other status protected by applicable federal, state or local laws or by corporate policy.

Discrimination and Harassment Free Work Environment: continued

- Consistent with the Principles of Responsibility, Kaiser Permanente (KP) is committed to sustaining a work environment that encourages employees to treat each other with dignity and respect and is free from discrimination/harassment. In keeping with this commitment, KP strongly disapproves of, and will not tolerate, any kind of harassment (as defined below) of employees or applicants for employment by anyone, including any manager, supervisor, physician, coworker or non-employee.
- In support of its Equal Employment Opportunity Program, Kaiser Permanente (KP) provides a procedure for ensuring prompt and objective investigation of all reported Equal Employment Opportunity (EEO) complaints. KP will investigate all reported complaints alleging discrimination or unfair treatment on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, age, physical or mental disability, veteran status, sexual orientation, or other status protected by applicable federal, state or local laws or by corporate policy.

Confidentiality:

- It is the policy of Kaiser Permanente to protect the privileged and confidential nature of patient, employee and organization information and records. Toward that end, employees may not alter, remove, destroy, view, access, photocopy, discuss or disclose confidential patient, employee and/or organization records without proper authorization.

Dress Guidelines:

- KP dress guidelines are intended to assure a safe, neat, clean, and business appropriate environment. Must haves include; a name badge, closed toed shoes, appropriate undergarments. Must not include; tight fitting clothes, exercise attire, low cut / halter / tube top or off the shoulder blouses, spaghetti straps. Employees should be clean and neat.

Email and Voicemail:

- Kaiser Permanente's electronic mail (E-Mail) and voicemail systems are the property of Kaiser Permanente, and are provided for business purposes. Although employees use personal access codes, Kaiser Permanente maintains the ability, and reserves the right, to access any messages left on or transmitted over the systems. Because of this fact, employees should not assume that such messages are confidential or that access by the employer or its designated representative will not occur.

Internet and Intranet:

- KP use of the intranet and internet should be for KP business related purposes only.
- No unauthorized software can be installed or downloaded.
- Employees must never discuss information regarding any company confidential information.
- No chat sessions, pornography, racist, sexist, threatening, or political expressions will be tolerated.
- Limited personal use is permitted before or after shifts, during lunch or personal breaks – not during work time. This is a privilege that may be revoked at any time. Under no circumstances should personal use interfere with or replace an employee's organizational duties, or inconvenience other workers. All sites accessed and the time spent may be recorded. Abuse of internet privileges may result in disciplinary action, up to and including termination.

KP Company Rules:

(The following violations are normally considered grounds for immediate discharge)

- Unauthorized possession, use of, or damage to KP property or materials, or those belonging to KP patients or employees
- Possession, distribution, or being under the influence of behavior altering substances
- Possession of *any* weapon

KP Company Rules: continued

- Falsifying personal or company records (ex: employee applications, licenses and certifications)
- Falsifying time record entries, or entering hours on another employees time record
- Insubordination or disobedience
- Negligence in performance of duties
- Acts of discourteous behavior on KP premises
- Misuse of employee benefits (ex: sick leave, borrowed ID cards, forging prescriptions)
- Any unauthorized absence
- Conviction for a felony or other criminal offense or drug related offense
- Acts of moral turpitude
- Misrepresentation or omission of facts during a KP investigation
- Violation of KP safety rules or guidelines
- Sleeping or fighting on the job

* (The following violations are considered grounds for disciplinary and/or corrective action)

- Inferior work performance and/or inattention to duties
- Discourteous behavior to others
- Failure to cooperate with supervisor or coworkers
- Doing personal work on company time
- Excessive absenteeism or tardiness
- Smoking or eating/drinking in unauthorized areas and times
- Working overtime without prior authorization of the supervisor
- Violations of department policies, work procedures or protocols
- Any behavior deemed opposed to the KP mission and goals

Fraud, Waste and Abuse:

- Individuals who commit fraud, waste or abuse KP and/ or government funds, equipment, and information – are subject to corrective action up to and including termination..

Emergency Weather– Pay Policy: (plus bomb and fire evacuation) **INFORM LINE: 303-364-4272**

- All employees are expected to report to work on the assumption that facilities are open during emergency weather – unless notified otherwise on the inform line. An employee who works:
2-4 hours will be paid = 4 hour regular pay
4-8 hours will be paid = 8 hour regular pay, or for scheduled shift, whichever is less
- Failure to report to work or working less than 2 hours:
Employee may use vacation, float holiday, or unpaid personal time off.
- The above payment schedule also applies if employees are sent home due to fire or bomb evacuation

Personal Telephone Policy:

- Personal phone calls should be made or taken during lunch or breaks. If a personal call is received during work time, it should be terminated as soon as possible.

POR – Principles of Responsibility:

- We are committed to excellence in everything we do. We are committed to our members, our physicians and employees.
- We maintain an environment of non-retaliation
- We show respect for all individuals and maintain cultural diversity (members and workforce)
- We do not allow conflicts of interest (personal financial interests) to influence KP decision making
- We promote ethics in business practices and cooperate fully with all government investigations.
- We are all responsible for safeguarding company assets (financial, property, and information)
- We are responsible for truthful and accurate reporting (hours worked, business expenses, work products and performance data)
- We must protect all confidential records (member, employee, organizational, and technological)
- We must always act ethically, and work in compliance with KP rules and regulations

Substance and Alcohol Abuse:

- The use, sale, dispensation, manufacture, distribution or possession of; alcohol, controlled substances or drug paraphernalia on any company premises – is strictly prohibited. Abuse of these substances impairs employee judgment and results in safety risks, injuries, and faulty decision making
- The company may conduct unannounced inspections

Threats and Violence:

- KP strives to maintain a safe workplace, and an environment free from intimidation, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, weapons, or any other act (which in the management's opinion) is inappropriate to the workplace.

Work Environment Policy:

- KP strives to maintain a secure, professional, healthful and pleasing work environment for employees and those who visit KP offices. Some guidelines toward this end are:
 1. Name badges must be visible, visitors must sign in
 2. The general appearance of the work area should be neat and clean and safe
 3. Eating is not allowed at any public reception area and no personal coffee pots
 4. Kaiser Permanente is a non-smoking campus
 5. Pictures will be permitted in individual work stations, but not on exterior walls. Pictures in common areas will be supplied by KP.

The above list is not a complete list of company policies. KP employees are responsible for adhering to all company rules and policies which can be found on the HR website, using the link at top of this document. **You are responsible to read and comply with these policies.**

I understand and acknowledge the significance of the policies summarized and agree to comply with their provisions.

Print Name/Employee ID

Employee Signature

Date

Trainer/Manager Signature

Date