

	Department: Corporate Compliance	Policy No.: 111
	TITLE: DISCIPLINARY ACTION	
Effective Date: 1/1/15	Revised: 1/1/15	

DISCIPLINARY ACTION

SCOPE:

All Ascension At Home, LLC colleagues. For purposes of this policy, all references to “colleague” or “colleagues” include temporary, part-time and full-time associates, independent contractors, clinicians, officers and directors.

PURPOSE:

To set forth guidance regarding disciplinary action for Ascension At Home, LLC and its subsidiaries’ (the “Company) colleagues who have failed to comply with the Code of Conduct & Ethics Policy, Compliance Program policies and procedures, or federal and state laws; or those who have otherwise engaged in wrongdoing, collectively referred to as “Compliance Policies.”

POLICY:

As integral members of the Company, colleagues are expected to accept certain responsibilities, adhere to acceptable business principles and practices in matters of personal conduct, and exhibit the highest degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that, in a business setting and in personal life, colleagues refrain from any behavior that might be harmful to themselves, their co-workers and the Company, or behavior which might be viewed unfavorably by current customers, potential customers, or the public at large.

It is the Company’s intention to enforce the Compliance Policies, which are designed to detect and prevent issues of non-compliance. The framework of the Company’s Compliance Program is meant to encourage active participation by all colleagues in the overall compliance initiatives.

As soon as the manager is apprised of a potential violation, he/she will notify the Ethics & Compliance Department. At the conclusion of the Compliance investigation, managers will impose disciplinary action upon colleagues found to be in violation of the Compliance Policies. Managers will consult with the Human Resources Department, as necessary, for guidance to enforce disciplinary actions. The Human Resources Department will maintain a record of the violation in the colleague’s personnel file.