



All volunteers are included in EvergreenHealth's Code of Conduct, Work Restriction Policy and Drug Free Workplace Policy. Please read the policies. The last page of this packet contains an attestation for each policy. Please print the attestation page, read, sign, and bring the attestation page with you to your first in-person orientation.

Code of Conduct:	Page 1
Work Restriction Policy:	Page 11
Drug Free Workplace:	Page 17
Volunteer Attestations:	Page 21

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## Policy : Code of Conduct

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### 1) BACKGROUND

- a. A key element of the EvergreenHealth (EvergreenHealth Kirkland & EvergreenHealth Monroe) Compliance Program is the Code of Conduct. The purpose of the Code of Conduct is to reinforce EvergreenHealth's Mission, Vision and Values, and serve as a guide for moral, ethical and legal behavior.
- b. Our Code of Conduct is designed to:
  - i. Communicate EvergreenHealth's commitment to comply with laws, regulations, standards of care, ethical business practices and the basic standards expected in the workplace;
  - ii. Ensure that each employee understands their responsibility for keeping in full compliance with these laws and regulations and specifically their responsibility as part of EvergreenHealth's Compliance Program;
  - iii. Protect the integrity of clinical decision-making based on patient assessment regardless of compensation arrangements and;
  - iv. Provide written guidance regarding how to reduce fraud, waste and abuse.
- c. This *Code of Conduct* and the EvergreenHealth's Compliance Program have the full endorsement of the Board of Commissioners and the management team. It is important that each employee be familiar with the Code of Conduct as it provides an overview of the Compliance Program and the general topics that it covers.

### 2) INTRODUCTION

- a. EvergreenHealth recognizes that its employees are key to providing a high-quality healthcare experience for both clinical and nonclinical business activities. It is also recognized that all associated with EvergreenHealth must act in accordance with this Code of Conduct and all other applicable policies, procedures, laws and regulations. Failure to do so can result in serious consequences, up to and including termination. All EvergreenHealth Staff have an affirmative duty to report compliance issues or violations of the Code of Conduct to the Compliance Hot line (888-497-4458), the employee's supervisor or manager, or the Chief Compliance Officer. This requirement includes, but is not limited to, reporting any issue that appears to involve actual or suspected Medicare program noncompliance or potential fraud, waste, or abuse.
- b. While this *Code of Conduct* is designed to provide overall guidance, it does not address every conceivable situation. More specific guidance is often provided in EvergreenHealth's policies and procedures. These policies are periodically reviewed and updated and can be found on Lucidoc, for EvergreenHealth or PolicyTech, for EvergreenHealth Monroe, which serve as EvergreenHealth's document management sites. If there is no specific policy, or if another policy conflicts with this *Code of Conduct*, this *Code of Conduct* takes precedent.
- c. This Code of Conduct is a "living document" that is updated periodically to respond to changing conditions or regulations. Questions regarding this Code of Conduct, or any compliance issue, can be directed to the employee's immediate supervisor, manager, or to senior management. Issues can also be reported confidentially and anonymously to the Compliance Hot line or directly to the Chief Compliance Officer. For more information about the Compliance Hot line and placing an anonymous call, please refer to the Corporate Compliance Hot line Policy.

- d. This Code of Conduct is provided to every employee upon hire and whenever it is modified in a material way. Each employee is responsible for annually reviewing the Code of Conduct and completing an annual attestation stating that he/she agrees to abide by the standards set forth in this Code of Conduct. A record of the attestations is maintained in each employee's personnel record or in the LMS system.

3) **ENFORCEMENT** - Failure to comply with this Code of Conduct or to conduct business in an honest, ethical, and compliant manner can result in civil fines or criminal penalties against EvergreenHealth and/or its employees and/or corrective action by EvergreenHealth, up to and including termination. Supervisors, Managers, and Directors are responsible for ensuring that their employees participate in any mandatory training related to Compliance, and complete the annual Code of Conduct Attestation. Completion of the annual attestation is a condition of employment and failure to comply will result in termination. Compliance with the Code of Conduct is a factor in evaluating the performance of EvergreenHealth employees. ([\*Corrective Action Guidelines\*](#))

#### 4) **COMMITMENT TO COMPLIANCE**

- a. Quality, honesty and integrity are important values to all who are associated with EvergreenHealth. EvergreenHealth is committed to providing quality healthcare and services in full compliance with its mission and organizational values. While laws, regulations and requirements are constantly changing, EvergreenHealth is committed to complying with them. The Compliance Program assists with this process.
- b. This Code of Conduct applies to *all* employees, including temporary and contract employees, as well as volunteers, Medical Staff members, and, when practical, independent contractors. The terms "EvergreenHealth", "we", "you", and "Employees", as used in this document, are meant to refer collectively to employees, Board members, providers, volunteers, students and all other individuals who act as representatives of EvergreenHealth.
- c. Violations of the Code of Conduct have serious consequences for all involved and must be addressed.

##### *What is my role in the Compliance Program?*

- Read and understand the Code of Conduct and other policies and procedures that pertain to your role.
- Remember that all are responsible for helping to keep EvergreenHealth compliant.
- Complete the annual Code of Conduct attestation form.
- Ask questions and report concerns, if a compliance issue is suspected or exists.

#### 5) **SELECTED ELEMENTS OF THE EVERGREENHEALTH OPERATING SYSTEM**

- a. **Mission** - To advance the health of communities we serve through our dedication to high-quality, safe, compassionate, and cost-effective health care.
- b. **Purpose** - Working together to enrich the health and well-being of every life we touch.
- c. **Vision** - To create an inclusive community health system that is the most trusted source for health care solutions.
- d. **Values** - Shared beliefs that define our culture: Accountability, Collaboration, Excellence, Respect, Compassion
- e. **Leadership Principles** - As leaders at EvergreenHealth, we strive to follow the ten Leadership Principles:
  - i. We are the stewards of our culture. How we embrace and live our values and these principles cultivates a consistent and intentional culture of compliance.

- ii. We are accountable for achieving exceptional outcomes and for applying the learnings from our successes and failures to help us improve every day.
- iii. We are committed to continuous, incremental improvement to eliminate waste, inefficiency, ineffective communication, and variations in our care processes.
- iv. We are “teachers and coaches” supporting the professional growth of our staff, and helping our teams achieve their highest potential.
- v. We find opportunities every day to genuinely recognize and celebrate the excellent work of our staff, physicians, and volunteers.
- vi. We listen and communicate effectively, always seeking first to understand and then to be understood.
- vii. We are consistently responsive and timely to those we serve.
- viii. We are inclusive and transparent in our decision making and communications.
- ix. We are committed to learning and growing as leaders in the application of these principles.
- x. We role model healthy and rewarding personal lives that are in balance with the demands of our work.

## 6) STANDARDS OF EXCELLENCE

- a. Employees have the right to voice concerns and suggestions related to their wages, hours and working conditions. Nothing in this Code is intended to limit employees' rights to protected concerted activities.
- b. Questions about the existence, interpretation or application of any law, regulation, policy or standard should be directed to the person to whom you report or to the Compliance Officer.
- c. All of EvergreenHealth’s business affairs must be conducted honestly, fairly and with integrity, all in accordance with federal, state and local laws, professional standards, applicable federally funded healthcare program regulations, and EvergreenHealth’ s policies and procedures. Each person subject to this Code of Conduct is expected to perform his or her duties in good faith, in a manner that is reasonably believed to be in the best interest of EvergreenHealth and its patients, and with the same care that a reasonably prudent person in the same position would use in the same or similar circumstances.

## 7) PATIENT CARE

- a. **Emergency Treatment** - EvergreenHealth complies with the Emergency Medical Treatment and Active Labor Act (“EMTALA”) in providing a medical screening exam and necessary stabilization of all patients with an emergency condition regardless of their ability to pay. In an emergency situation or if a patient is in labor, we will not delay the medical screening exam and stabilizing treatment to obtain financial or demographic information. Patients with emergency medical conditions are transferred to other facilities only at the patient's request or if the patient's medical needs cannot be met at EvergreenHealth and appropriate care is available at another facility that has agreed to accept the patient. ([\*Patient Transfers to other Healthcare Facilities\*](#))
- b. **Patient Rights** - EvergreenHealth recognizes the personal dignity of all patients and respects their right to participate in decisions regarding medical care and to access and control the use and disclosure of their protected health information (“PHI”) as provided by law. ([\*Patient Rights and Responsibilities and Notice of Privacy Practices\*](#))
- c. **Patient Health Information** - Patients' healthcare records are the property of EvergreenHealth and shall be maintained to serve the patient, necessary healthcare providers, the institution and third party payors in accordance with accrediting and regulatory agencies, and applicable law. The information contained in the healthcare record belongs to the patient and must be protected. All patient care information, whether it is electronic, on paper, or oral, must be regarded as confidential and available only to authorized users, such as treating or consulting physicians,

employees who are involved in providing treatment, payment processing, or healthcare operations, and to third party payors in order to facilitate reimbursement. Patient information may never be accessed for personal reasons. ([Information Security and Privacy Sanctions](#); [Access to Health Information](#))

d. **Quality of Care and Patient Safety**

- i. EvergreenHealth is committed to providing high quality, evidence-based safe care for its patients, and a safe work environment for employees. Care and services are improved by acting on information received from a variety of sources, including SafeLinQ event reporting, patient feedback, audits and case reviews, data analysis, literature, and best practice information. All at EvergreenHealth strive to meet or exceed regulatory standards with the expectation of individual and collective compliance with the standards.
- ii. Each employee is accountable for his/her own performance and practice which complies with EvergreenHealth's standards and expectations, and for identifying and reporting variances and opportunities for improvement. While quality and patient safety activities focus on system and process issues, reckless behavior is addressed when identified.
- iii. EvergreenHealth practices transparency by public reporting and sharing of outcome information within EvergreenHealth and with the community.
- iv. Employees and Medical Staff members who have concerns about patient safety and/or quality of care are encouraged to report their concerns via SafeLinQ or to the Quality Department. Patients are encouraged to report their concerns to the Patient Relations Department. Concerns may also be reported directly to the Joint Commission/DNV GL or the Department of Health Facility and Service Licensing.

## 8) BUSINESS PRACTICES

- a. **Anti-Competitive Conduct** - EvergreenHealth will not engage in anti competitive conduct that could result in an unreasonable restraint of trade or a substantial lessening of competition. Communications with competitors about matters that could be perceived to have the effect of lessening competition or could be considered as collusion or an attempt to fix prices are not allowed and any such communications that even have the potential for such must take place only with administrative approval and after consultation with legal counsel.
- b. **Anti-Kickback and Self-Referral (Stark)** - EvergreenHealth shall not engage in any conduct that may violate anti-kickback and/or self-referral laws. These laws prohibit seeking, accepting, offering to pay, or paying - directly, indirectly, or in a disguised manner - payments in exchange for services or the referral of patients. ([Anti-kickback and Self Referral](#))
- c. **Documentation, Coding and Billing** - EvergreenHealth is committed to ensuring that documentation, coding, billing and submission of claims to Medicare, Medicaid and other third-party payors is appropriate, accurate and in compliance with applicable laws and regulations. This includes billing only for services and care provided and documented, according to medical necessity guidelines. ([Billing and Claims Reimbursement](#))
- d. **Confidentiality** - In addition to patient confidentiality, the operations, activities, business affairs and finances of EvergreenHealth should be kept confidential and discussed or made available only to authorized users for EvergreenHealth's business purposes. ([Information Security and Privacy Sanctions](#)). Examples of business information that must be kept confidential, except to the extent the information is already publicly available: Pricing and costs, Acquisitions, divestitures and other strategic relationships, Business and marketing plans, Staffing level plans, Employee and customer lists, and Research and quality data.
- e. **Credit Balances** - EvergreenHealth complies with federal and state laws and regulations governing credit-balance reporting and refunds all over payments in a timely manner.
- f. **Excluded Business Relationships** - Any individual, including employees, commissioners, physicians, vendors, consultants, contract individuals, volunteers or services, and/or other third-parties that

have been sanctioned by the Medicare, Medicaid, and/or other federal programs, are **excluded** from any business or other relationship with any entity of EvergreenHealth. Only upon reinstatement by the governing agency can a business relationship be considered. Sanctions represent a full range of administrative remedies and actions available to the government to deal with questionable, improper, or abusive practices under the Medicare and Medicaid programs. Sanctions result when a healthcare provider violates obligations and requirements governing items and services he or she renders bills for and is paid for on behalf of Medicare or Medicaid beneficiaries. ([Recruitment/Transfer/Pre-employment Screening; and Vendor Policy](#))

- g. **False Claims Act** - EvergreenHealth will not knowingly or intentionally submit false, fraudulent, or misleading claims to any government entity or third-party payor, including, but not limited to, claims for services not rendered, claims for medically-unnecessary services, claims which characterize the service differently than the service actually rendered, claims with inaccurate diagnosis or patient identification data, or claims which do not otherwise comply with applicable program or contractual requirements ([Corporate Compliance Program Auditing and Monitoring](#)). EvergreenHealth will not make false representations to any person or entity in order to gain or retain participation in a program or to obtain payment or excessive payment for any service. ([False Claims Act](#))
- h. **Financial Inducements/Gifts**
- i. EvergreenHealth shall not offer or accept any financial inducement, gift, payoff, kickback, or bribe intended to induce, influence, or reward favorable decisions of any government personnel or representative, any customer, patient, contractor or vendor in a commercial transaction or any person in a position to benefit EvergreenHealth or the employee in any way. ([Gifts - Acceptance and Giving](#)).
  - ii. EvergreenHealth limits the gifts (other than cash or cash equivalents) to patients to be \$15 or less per occurrence and must not exceed \$75 in a given calendar year.
  - iii. The Foundation coordinates all gift acceptance activities and donor records on behalf of all fundraising activities for the District. ([Gift Acceptance and Fund Disbursement](#))
  - iv. Appropriate and legal commissions, rebates, discounts and allowances are customary and acceptable business inducements provided that they are approved by Administration and that they do not constitute illegal or unethical payments. Any such payments must be reasonable in value, competitively-justified, properly documented, and made to the business entity to which the original agreement or invoice was made or issued. Such payments should not be made to individual employees or agents of business entities. Commission, rebates, discounts and allowances shall be accurately reflected on EvergreenHealth's annual Cost Report.
- i. **Conflict of Interest**
- i. In order to perform their duties with honesty and fairness and in the best interest of EvergreenHealth, all employees must avoid conflicts of interest in their employment. A conflict of interest or the appearance of a conflict of interest may exist when employees, by reason of their position, authority or knowledge, allow or cause themselves, friends and relatives or anyone with personal ties to benefit directly or indirectly by their actions on behalf of the organization, or allow or cause the organization to be adversely affected in any way. Potential conflicts could be serving on an outside board, having ownership in a company that EvergreenHealth conducts business with or working outside of EvergreenHealth.
  - ii. Conflicts also may arise in other ways. If an employee has any doubt or question about any of their proposed activities, guidance or advice should be obtained from their supervisor, the Compliance Officer or Human Resources ([Conflicts of Interest](#), and [Conflicts of Interest in Research](#)). Any employees who have actual or potential conflict of interests must timely complete the [Conflict of Interest Attestation & Disclosure Statement](#).
- j. **Financial Reporting** - All financial reports, accounting reports, research reports, expense accounts, time sheets and other documents must accurately and clearly represent the relevant facts of true

nature of a transaction. Improper or fraudulent accounting, documentation or financial reporting is contrary to EvergreenHealth policy and a violation of applicable laws. Sufficient and competent evidential material or documentation shall support all cost reports.

- k. **Fraud, Waste and Abuse (FWA)** - EvergreenHealth is committed to preventing, detecting and correcting fraud, waste and abuse related to healthcare benefits, regardless of whether those benefits are paid by the government, a commercial health plan, or an employer. All employees and anyone involved in Medicaid or Medicare (or other federal benefits program) must receive FWA training, both at hire and annually, and successfully complete any required examination. Such training includes high-level information regarding the False Claims Act (see Section H.7., above), Health Care Fraud Statute, Anti-Kickback and Stark Statutes (see Section H.2., above), Exclusion from all federal health care programs (see Section H.6., above), and the Health Insurance Portability and Accountability Act. Employees are trained to: look for suspicious activity; conduct themselves in an ethical manner; ensure accurate and timely data and billing; know and follow FWA policies and procedures, standards of conduct, laws, regulations, and CMS guidance; and verify all received information. In addition, **any** person that is aware of or suspects Medicare program noncompliance or potential healthcare fraud, waste or abuse is responsible for reporting it to the Compliance Officer. Please see Section I. 4.
- l. **Investigations** - EvergreenHealth is committed to investigate all reported concerns promptly and confidentially to the extent possible. The General Counsel or the Chief Compliance Officer, in collaboration with Human Resources, when applicable, coordinates any findings from internal investigations and promptly recommends corrective action or changes that need to be made, so that all investigations will be closed in a timely manner. All employees are expected to cooperate with internal and external investigation efforts. Status and updates are available for investigations resulting from a call to our Compliance Hot line by calling its telephone number and providing the Report Number and PIN given at the time of the original call.
- m. **Duty to Report and Cooperate in Investigations** - Each member of EvergreenHealth's workforce has an affirmative duty to report compliance issues. This requirement includes, but is not limited to, reporting any issue that appears to involve actual or suspected Medicare program noncompliance or potential fraud, waste, or abuse. All reported issues are investigated and, if appropriate, addressed and corrected. If, upon investigation, the issue is found to be a violation related to Medicare program noncompliance or fraud, waste, or abuse, Compliance will report it to appropriate governmental agencies, including Medicare Plan Sponsors. EvergreenHealth cannot and will not retaliate or discriminate against an employee or other individual who, acting in good faith, reports a violation of the Code of Conduct, EvergreenHealth policy, or law. However, this does not protect reporters from appropriate disciplinary action regarding their own performance or conduct. Any individual who deliberately makes a false accusation with the intent of harming another individual will be subject to disciplinary action. In addition, each person to whom this Code of Conduct applies has a duty to cooperate in compliance investigations. (See also Response to Subpoenas below). A good faith report is one made about something that the reporter believes to be true and believes is a violation of the Code of Conduct, another EvergreenHealth policy, or law. A report that is made maliciously or frivolously is not in good faith.
- n. **Equal Opportunity Employment** - EvergreenHealth is an equal opportunity employer. As such, EvergreenHealth offers equal employment opportunity without regard to age, race, color, creed, ethnicity, religion, national origin, marital status, sex, sexual orientation, gender, gender identity or expression, disability, veteran or military status, the need to use a trained guide dog or service animal, or on any other basis prohibited by federal, state, or local law. Equal opportunity shall pertain to hiring and firing; compensation, assignment or classification of employee; transfer, promotion, layoff or recall; job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay; retirement plans; disability leave; or other terms and conditions of employment. Unlawful discrimination will not be tolerated. ([Equal Employment Opportunity](#); and [Equal Opportunity Employment](#))
- o. **Research** - All research, including externally funded projects, conducted by EvergreenHealth employees, or with the use of EvergreenHealth resources or facilities, must be approved by the

Department of Research and comply with relevant policies and guidelines. (*Research at EvergreenHealth*)

## 9) WORKPLACE CONDUCT AND EMPLOYMENT PRACTICES

### a. Harassment and Workplace Violence

- i. Physical conditions are only one component of the work environment. EvergreenHealth must also be free of any kind of discrimination and harassment. Actions, words, jokes, or comments based on, reflecting, or referring to an individual's age, race, color, creed, ethnicity, religion, national origin, marital status, sex, sexual orientation, gender, gender identity or expression, disability, veteran or military status, the need to use a trained guide dog or service animal, or on any other basis prohibited by federal, state, or local law will not be tolerated. A prompt investigation will be conducted, and appropriate corrective action will be taken where it is warranted.
- ii. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No person should be subject to unsolicited and unwelcome sexual overture or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, which undermines morale, and therefore interferes with work effectiveness. Acts of sexual harassment committed by any individual associated with EvergreenHealth is specifically prohibited as unlawful and against EvergreenHealth policy. ***Any individual who has reason to believe that he or she is the victim of harassment or discrimination should promptly report the facts of the incident to his or her direct supervisor, a Human Resources Business Partner or Human Resources leader or by contacting the Compliance Hot line at (888) 497-4458. (Harassment Free Work Environment; Workplace Violence Prevention Program)***

## 10) Personal Relationships between Employees in the Workplace

- a. Friendships of a non-romantic nature sometimes develop between EvergreenHealth employees in the workplace. EvergreenHealth recognizes the development and existence of such friendships and personal relationships provided that they do not and will not interfere with the work performance of either individual or with the effective functioning, safety and security of the workplace.
- b. Personal relationships that include romantic and/or sexually intimate relations where the conditions described below do *not* apply (*e.g.*, employees with the same level of responsibility) are to be conducted with consideration for professional responsibilities and standards and with respect to concerns about favoritism, bias, ethics and conflict of interest.
- c. Romantic or sexually intimate relationships between employees where one participant has the actual or practical authority to hire, supervise, evaluate, promote/demote, discipline or discharge the other employee, or to make meaningful recommendations concerning compensation, benefits, work role and assignment or other terms and conditions of employment for another participant's conditions of employment (*e.g.*, management and subordinate) are inappropriate and prohibited ("**Prohibited Relationship**"). These relationships, even if consensual, may result in conflict, impact the professional standard we uphold or compromise equity or safety of either employee or others. Even the appearance of such relationships can be problematic.
- d. Any Prohibited Relationship must be promptly reported by the participants to Human Resources. In addition, any other person knowing of an actual or suspected Prohibited Relationship must report it to the Chief Human Resources Officer or anonymously to the Compliance Hot line at 888-497-4458.
- e. If a Prohibited Relationship is made known to EvergreenHealth, the circumstances will be reviewed to determine whether, in light of all available information, one or more participants should be placed on a temporary leave of absence, moved to another position, or separated from employment at EvergreenHealth.

## 11) Health and Safety

- a. All are responsible for making EvergreenHealth a healthy, safe, and caring work environment. Each person must exercise good judgment with regard to the environmental aspects of the use of buildings, equipment, and supplies, including complying with EvergreenHealth's no smoking policy and proper discharge and disposal of any hazardous materials used and/or generated in performance of one's duties. (*Smoke and Tobacco Free Environment, HR-WS 206; Hazard Communication Program*)
- b. Infection control policies and procedures have been developed for the safety of all. Failure to follow prescribed policies and procedures could place anyone exposed at risk. EvergreenHealth is committed to meeting or exceeding all industry standards established for the control of infectious diseases and adherence to those standards is an essential job responsibility. (*Infection Control Operational Guidelines; Hand Hygiene*)
- c. Inspection and testing of all equipment is also essential. All operators of equipment are expected to be aware of and exercise this responsibility as one's duties may require. Equipment inspections and testing must be done in a timely manner and in accordance with the manufacturer's maintenance guidelines. (*Minimizing Risks*)

## 12) Information Technology - EvergreenHealth has established policies that govern the appropriate use of information technology resources, including personal use of the internet and EvergreenHealth email systems, security mechanisms, and downloading of software. (*Appropriate Use of Computing Resources*)

### ***What can each person do to help protect EvergreenHealth information?***

- Never share your computer passwords with anyone for any reason
- Lock or restart your computer work stations before leaving them, even for a short time
- Don't open email attachments, click on links, or fill out forms that are suspicious or come from someone not known
- Secure mobile computing devices, such as laptops, cell phones, PDAs, and thumb drives
- Never discuss patients or patient information in unsecured areas

## 13) Intellectual Property

- a. Employees will not disclose or misuse any confidential or proprietary information or trade secrets that they have access to during the course of their employment with EvergreenHealth and even after their employment at EvergreenHealth ends.
- b. Employees may, during the course of their work at EvergreenHealth, develop or be part of a team that develops a new invention, published work, software program or other type of intellectual property. If an employee develops intellectual property within the time and scope of their work at EvergreenHealth, because EvergreenHealth pays their compensation and provides all facilities and resources for their work, EvergreenHealth owns the rights to the invention. (*Intellectual Property at Evergreen*)

## 14) Political Activity - As a public hospital district, EvergreenHealth cannot engage in political activity that supports or opposes a candidate for elective office or a ballot measure, except in certain limited situations. No district employee or volunteer may use any District resources or property to support or oppose any candidate for office or any ballot measure. Any employee learning of another's such use has a duty to report it. (See Section I.4., above.) (*Political Campaigns and Elections*)

## 15)

### ***What kind of political activity may District employees participate in?***

District employees may participate in political activities or organizations on their own time, so long as:

- You do not use District resources, including its computer and email system;
- Your participation does not create a conflict of interest; and
- You do so as a private citizen and do not imply endorsement of the activity or organization by the District.

## 16) Protection of Assets

- a. EvergreenHealth will make available to employees assets and equipment necessary to conduct EvergreenHealth business, including such items as computer hardware and software, billing and medical records (hard copy and/or in electronic format), fax machines, office supplies, copy machines and various types of medical equipment. Employees should use these assets in a prudent and effective manner. EvergreenHealth property should not be used for personal reasons or be removed from EvergreenHealth facilities without appropriate approval. This includes, but is not limited to, using medications intended for patients, whether prescription or over-the-counter (such as ibuprofen and acetaminophen), for personal use or for use by patients outside of EvergreenHealth. (Medications for personal use are available for self-purchase from the EvergreenHealth or other retail pharmacy.)
- b. Employees are required to report time and attendance accurately. (*Time cards*)
- c. Employees are expected to adhere to EvergreenHealth's policies regarding Record Management, Retention, and Destruction. (*Records Disposition Management; Records Retention*)

**17) Response to Subpoenas** - EvergreenHealth has a policy about responding to a subpoena or search warrant. In general, employees should not accept service of a subpoena and should contact Administration immediately. (*Response to Subpoenas and Search Warrants; Legal Investigations; and Court Orders*)

## 18) Substance Abuse

- a. EvergreenHealth is a drug-free environment. Employees must report to work on time and free of any drug or alcohol that can impair their job performance or risk the health and safety of patients, other employees or guests. Unlawful manufacture, distribution, dispensation, possession or use of drugs and/or alcohol is prohibited on EvergreenHealth grounds or during work time and will result in disciplinary action, up to and including dismissal.
- b. EvergreenHealth recognizes and acknowledges drug and/or alcohol dependency as a major health problem and encourages employees to seek rehabilitation referral through the EvergreenHealth Employee Assistance Program and to utilize health insurance benefits to provide help with dependency. All referrals are confidential.
- c. If an employee is convicted of a drug-related crime occurring at the workplace, he or she must notify Human Resources within five days of the conviction. (*Substance Abuse*)

**19) ADDITIONAL STANDARDS** - EvergreenHealth has adopted a number of other organization-wide policies and procedures. Employees may obtain copies from the Lucidoc/PolicyTech document repository. There may also be additional standards and policies that are applicable to particular departments and copies may be obtained from supervisors, managers, or directors in those departments.

## 20) CONTACT INFORMATION

- a. Chief Compliance & Internal Audit Officer - Kirkland: 425-899-2018
- b. Compliance Officer - Monroe: 360-794-1403

- c. Anonymous, 24-hour, Compliance Hot line: 888-497-4458 or [www.alertline.com](http://www.alertline.com); [Compliance@evergreenhealth.com](mailto:Compliance@evergreenhealth.com)
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## Policy : Work Restriction Policy

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### POLICY

Persons with an infectious disease or who are susceptible and exposed to an infectious disease shall be restricted from direct contact with patients when transmission of the disease to the recipients of care or others in the workplace can occur in that particular job environment and/or the disease can cause serious illness.

All healthcare workers are strongly encouraged to receive recommended vaccines including influenza. There is a zero tolerance policy regarding employees working with febrile illnesses or uncontrolled cough.

### INCLUSIONS:

EvergreenHealth employees, physicians, students, volunteers and vendors employed or contracted by EvergreenHealth.

### PURPOSE

To prevent transmission of infectious diseases to patients, visitors and staff within EvergreenHealth.

### PROCEDURE

Employee Health (425.899.2282) or after hours the Healthline (425-899-3000) should be consulted if there are questions concerning the safety of allowing employee to return to work.

- 1) Food service workers should follow the work restriction guidelines found in the FDA 2009 Food Code <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/>
- 2) Healthcare workers must report to Employee Health Services if using assistive devices/appliances (i.e. splints, braces, crutches, walking boots, canes, walkers, casts) in which the healthcare worker is unable to practice appropriate hand hygiene in accordance with infection control requirements and/or may be a safety risk to himself/herself or others.
- 3) An employee who believes he/she may be in the early stage of an infectious illness must remain home and consult their health care provider. See table of work restrictions for specific diseases.
- 4) Employees should not report to work if they have;
  - a. Fever of 100.5 or more, by itself or with any of the following symptoms:
  - b. Swollen glands
  - c. Sore throat
  - d. Cough, runny nose, or sneezing
  - e. Eye infections
  - f. Vomiting
  - g. Diarrhea (more than one loose stool per day)
  - h. Uncontrollable cough
  - i. Undiagnosed rash and / or (+/- fever)

- j. Jaundice
  - k. Lesion containing pus that is open and draining
- 5) If the employee has an illness diagnosed by a Health Practitioner due to:
- a. Norovirus
  - b. Hepatitis A virus
  - c. Shigella spp.
  - d. Enterohemorrhagic or Shiga Toxin producing Escherichia coli
  - e. Salmonella Typhi
- 6) The employee should report this to their employer and not return to work until cleared by a health care provider and Employee Health Services. **The manager or supervisor should report this illness to Employee Health Services immediately.**
- 7) Work Clearance - Employees are required to report to Employee Health and if appropriate, the Worker's Compensation and Leave of Absence Coordinator in Human Resources for a Fitness for Duty work clearance for the following reasons:
- a. Employees with signs/symptoms of a communicable illness or returning to work after a communicable illness or infection treated by a health care provider.
  - b. Employees returning to work with a condition that may pose a safety and/or infection control risk, including but not limited to, a cast, splint, crutches, brace, cane or wheelchair. Review HR Leave of Absence Policy for Return to Work Accommodation Requests. [Leaves of Absence, HR-L901](#)
- 8) If the employee is already at work, he/she must take protective measures to prevent transmission until the situation can be evaluated and they can be released from their work duties. Arrangements for the employee to be relieved of duty as soon as possible must be made through the manager or designee. The manager or employee may call Employee Health Services (EHS) or Infection Control if they have questions.
- 9) A physician's release and approval by Human Resources and EHS may be required for an employee to return to work after an illness. (See other related HR documents below).

Guidelines for managing employee work restrictions are listed in the table.  
The Medical Director of Infection Control and/or Employee Health may be consulted if needed.

**SECTION I.** An employee with an infectious illness or exposure to an infectious disease may not work in the healthcare environment during the known period of communicability.

Medical Condition	Work Restriction	Return to work criteria
Chickenpox (Varicella zoster) <ul style="list-style-type: none"> <li>• Active</li> <li>• Post exposure (susceptible employee)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contagious period</b> is one to two days before the rash appears and until all the blisters form scabs. It takes 10 to 21 days after contact with an infected person for someone to develop chickenpox. Exclude from duty</li> <li>• Exclude from duty. From 10th day after first exposure through the 21st day (or 28th day if VZIG given) after last exposure.</li> </ul>	<ul style="list-style-type: none"> <li>• Until all vesicles are dried and crusted.</li> <li>• May return to work after 22nd day and no infection</li> </ul>
Herpes simplex <ul style="list-style-type: none"> <li>• Genital</li> </ul>	<ul style="list-style-type: none"> <li>• Employees may work with good hand washing.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A for genital</li> </ul>

<ul style="list-style-type: none"> <li>• Hands (Herpetic Whitlow)</li> <li>• Orofacial</li> </ul>	<ul style="list-style-type: none"> <li>• Restrict from patient contact and contact with the patients environment.</li> <li>• Exclude from duty in NICU, Pediatrics, Women’s services or with any severely immunocompromised patients.</li> </ul>	<ul style="list-style-type: none"> <li>• Until lesions heal. <b>Must be cleared by Employee Health prior to returning</b></li> <li>• Must be cleared by employee health</li> </ul>
<p>Zoster (Shingles)</p> <ul style="list-style-type: none"> <li>• Active (localized in healthy person)</li> <li>• Generalized or localized in immunosuppressed employee</li> <li>• Post exposure (susceptible employee)</li> </ul>	<ul style="list-style-type: none"> <li>• Non-clinical employees may work outside of patient care areas with lesions covered. Restrict from patient contact.</li> <li>• Restrict from patient contact</li> <li>• Restrict from patient contact</li> </ul>	<ul style="list-style-type: none"> <li>• Until all lesions dry and crusty</li> <li>• Until all lesions dry and crusty</li> <li>• From 10th day after first exposure through 21st day (28th day if VZIG given) after last exposure or if varicella occurs, until all lesions dry and crusted</li> </ul>
<p>Measles (Rubeola, hard measles)</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Post exposure (susceptible employee)</li> </ul>	<ul style="list-style-type: none"> <li>• Exclude from duty</li> <li>• Exclude from duty</li> </ul>	<ul style="list-style-type: none"> <li>• Until seven days after rash appears</li> <li>• Until 5<sup>th</sup> day after first exposure through 21<sup>st</sup> day after last exposure and /or 4 days after rash appears.</li> </ul>
<p>Rubella</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Post exposure (susceptible employee)</li> </ul>	<ul style="list-style-type: none"> <li>• Exclude from duty</li> <li>• Exclude from duty</li> </ul>	<ul style="list-style-type: none"> <li>• Until 5 days after rash appears</li> <li>• Until 7<sup>th</sup> day after first exposure through 21<sup>st</sup> day after last exposure and/or 5 days after rash appears</li> </ul>
<p>Mumps</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Post exposure (susceptible employee)</li> </ul>	<ul style="list-style-type: none"> <li>• Exclude from duty</li> <li>• Exclude from duty</li> </ul>	<ul style="list-style-type: none"> <li>• For 9 days after onset of parotitis (swelling of parotid glands)</li> <li>• from 12th day after first exposure through 26th day after last exposure or until 9 days after onset of parotitis</li> </ul>

Medical Condition	Restriction	Return to work criteria
Influenza like illness (ILI) <ul style="list-style-type: none"> <li>Incubation 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>Exclude from duty</li> </ul>	<ul style="list-style-type: none"> <li>Until <b>all</b> of the following criteria are met:               <ul style="list-style-type: none"> <li>At least 5 days have passed since the symptoms of illness began; AND</li> <li>Fever has resolved and has not been present for at least 24 hours; AND</li> <li>Cough is improving (decreasing in frequency and amount of secretions with no associated chest discomfort or shortness of breath)</li> <li>Upon returning to the work environment, employees should continue to follow cough etiquette and hand washing protocols.</li> </ul> </li> </ul>
Viral respiratory infections, acute febrile	Restrict from direct patient care <b>NOTE:</b> An employee who has cold symptoms, such as runny nose <b>without fever</b> must wear a surgical mask during patient contact and practice rigorous hand hygiene.	<ul style="list-style-type: none"> <li>Until acute symptoms resolve and respiratory secretions are controlled</li> </ul>
Pertussis <ul style="list-style-type: none"> <li>Active</li> <li>Post Exposure (asymptomatic employee)</li> <li>Post Exposure (symptomatic employee)</li> </ul>	<ul style="list-style-type: none"> <li>Exclude from duty for five days after start of effective antimicrobial therapy or until 3 weeks after the onset of paroxysms if appropriate antimicrobial therapy is not given.               <ul style="list-style-type: none"> <li>No restriction, prophylaxis if applicable, evaluation by Employee Health required</li> </ul> </li> <li>Exclude from duty</li> </ul>	<ul style="list-style-type: none"> <li>Upon completion of               <ul style="list-style-type: none"> <li>From beginning of catarrhal stage through 3rd week after onset of paroxysms</li> </ul> <p style="text-align: center;"><b>OR</b></p> <li>Until 5 days after start of effective antimicrobial therapy</li> <li>Until 5 days after start of effective antimicrobial therapy</li> </li></ul>
Rubella (German measles) <ul style="list-style-type: none"> <li>Active</li> <li>Post-exposure (susceptible personnel)</li> </ul>	<ul style="list-style-type: none"> <li>Exclude from duty</li> <li>Exclude from duty</li> </ul>	<ul style="list-style-type: none"> <li>Until 5 days after rash appears</li> <li>Return once they have passed the 21st day after last exposure</li> </ul>
Scabies	<ul style="list-style-type: none"> <li>Exclude from duty</li> </ul>	<ul style="list-style-type: none"> <li>Until 24 hours after initiation of appropriate treatment and cleared by EHS.</li> </ul>
Pediculosis (lice)	Restrict from patient contact	<ul style="list-style-type: none"> <li>Until treated and observed to be free and clear of adult and immature lice (nits), Must be cleared by EHS.</li> </ul>

<p>Tuberculosis</p> <ul style="list-style-type: none"> <li>• Active disease</li> <li>• TST converter</li> </ul>	<ul style="list-style-type: none"> <li>• Exclude from Duty</li> <li>• No restrictions after active disease ruled out</li> </ul>	<ul style="list-style-type: none"> <li>• Until receiving appropriate therapy and clinical improvement. The infectious disease physician shall review the case prior to allowing the employee to return to work.</li> </ul>
<p><b>SECTION II.</b> An employee may or may not require work restriction due to specific acute infections or carrier states.</p>		
<p>Staphylococcus aureus</p> <ul style="list-style-type: none"> <li>▪ Active, draining skin lesion</li> <li>▪ Carrier state</li> </ul>	<ul style="list-style-type: none"> <li>• Restrict from contact with patients and patients environment or food handling</li> <li>• No restrictions, unless employee are epidemiologically linked to transmission of the organism.</li> </ul>	<ul style="list-style-type: none"> <li>• Until lesions resolve</li> </ul>
<p>Streptococcal infection, group A</p>	<ul style="list-style-type: none"> <li>• Restrict from patient care, contact with patient's environment or food handling</li> </ul>	<ul style="list-style-type: none"> <li>• Until 24 hours after adequate treatment started.</li> </ul>
<p>Acute hepatitis B, HBsAG positive Acute hepatitis C HIV positive or AIDS</p>	<ul style="list-style-type: none"> <li>• Consult with EHS</li> <li>• Infection Control Medical Director will evaluate on a case by case basis.</li> </ul>	
<p>Neisseria meningitidis (meningococcus)</p> <ul style="list-style-type: none"> <li>• Acute</li> <li>• Post Exposure (close intimate contact with positive patient)</li> </ul>	<ul style="list-style-type: none"> <li>• Exclude from duty</li> <li>• Prophylaxis required</li> </ul>	<ul style="list-style-type: none"> <li>• Until 24 hours after start of effective therapy</li> </ul>
<p>Hepatitis A, Salmonella, Campylobacter, Shigella, Cholera, Worms/Parasites, Amebiasis</p>	<ul style="list-style-type: none"> <li>• Food handlers are restricted. In other health care workers, evaluation by Employee Health or Infection Control is necessary.</li> </ul>	
<p><b>SECTION III.</b> An employee must be evaluated by Employee Health or their health care provider regarding their release to work if they have signs or symptoms of the following:</p>		
<p>Any possible or diagnosed infectious condition, such as skin infections, pertussis, C diff, shingles.</p>		

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## Policy : Drug Free Workplace, HR-WS 209

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### PURPOSE

EvergreenHealth is committed to promoting and maintaining an environment that is conducive to the safety, health and well-being of employees, patients and visitors. EvergreenHealth expects employees to function in a safe, professional, productive and effective manner while on duty and if suspicion is a concern, may require employees to satisfactorily complete a fitness for duty evaluation to ensure their ability to perform within a specific job classification and department without endangering their own health and safety, or that of patients or other employees.

### SCOPE

This policy applies to all EvergreenHealth employees including all volunteers, contracted and/or temporary employees, vendors and employed and credentialed Providers.

### DEFINITIONS

**Chemical dependency.** A determination by a licensed chemical dependency counselor, treatment facility, or impartial physician that the evaluated employee is addicted to one or more controlled substances including drugs and/or alcohol.

**Controlled Substances.** A controlled substance in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined in regulation 21 (CFR 1308.11-1308.15). Examples include, but are not limited to: hallucinogens (Darvon), amphetamines, marijuana (cannabinoid metabolites), barbiturates, methadone, benzodiazepines, opiate derivatives (heroin, morphine, codeine), cocaine metabolites, phencyclidine (PCP), meperidine, oxycodone, Propoxyphene, fentanyl.

**Conviction.** Being convicted, pleading guilty, or entering a plea of "no contest" in a court of law.

**Corrective Action.** May include any and all steps up to and including immediate termination of employment without advance notice or warning.

**Diversion.** Obtaining EvergreenHealth drugs or drugs of EvergreenHealth patients or employees for personal or unauthorized use or distribution, including illegal sale; i.e., "diverting" drugs/medications away from their proper and intended usage. Examples of diversion include administering a smaller-than-prescribed dose, substituting saline or other substances for patient's medication, withholding medication from a patient for the employee's own use, distribution or sale, or any steps taken to tamper with an automated medication dispensing machine or alter its proper dispensation functions.

**Drugs not Medically Authorized.** Any drug not prescribed, or prescribed but not used as prescribed. For example, taking a prescription drug which is intended for someone else, taking a prescription drug outside of the prescribed directions, taking an over-the-counter drug outside of the package directions, or taking any drug for purposes other than that for which it is prescribed or intended.

**Illegal Drug.** Any drug not legally obtained or legally used. The term includes prescription drugs obtained illegally and prescription drugs not used as prescribed.

**Legal Drug.** Includes prescribed and over-the-counter drugs legally obtained and used as prescribed or directed, whether by a health care provider or in accordance with package instructions.

**Premises.** All buildings and facilities used by EvergreenHealth to conduct its operations and all work sites to which employees assigned in the performance of their duties for EvergreenHealth, including parking garages and grounds.

**Reasonable Suspicion.** A belief based on behavior (i.e., slurred speech, difficulty maintaining balance, etc.) or observation that the person could be under the influence of drugs or alcohol. Being in possession of an illegal drug, involved in the manufacture, distribution or sale of an illegal drug, or exhibiting unsafe patient care/work practices may provide reasonable suspicion.

**Under the Influence.** For purposes of this policy, being under the influence means that the employee is affected by a drug or alcohol, or the combination of drugs and alcohol in any detectable manner. The symptoms of the influence are not confined to those consistent with misbehavior, or to obvious influence of physical or mental ability such as slurred speech or difficulty in maintaining balance. See [Behavior Observation Tool](#) for additional observed behaviors and/or actions.

## PROCEDURE/RESPONSIBILITY

The use, diversion, possession, distribution, sale or manufacture of alcohol, controlled substances, drugs not medically authorized and/or in violation of state and/or federal laws, or other substances which may impair job performance and/or pose a hazard on EvergreenHealth premises, or at off-site locations where services are provided, or while operating a vehicle on EvergreenHealth business, is strictly prohibited. Below are examples of violations of this Drug Free Workplace policy:

1. Working or performing job responsibilities under the influence of or impaired by alcohol or drugs, prescribed or otherwise;
2. Being on call/standby while under the influence of or impaired by alcohol or drugs, prescribed or otherwise;
3. Use of alcohol on the premises or during work time on or off campus, including rest breaks and meal periods;
4. Use of legal or illegal drugs not medically authorized on the premises or during work time on or off campus, including break and lunch periods;
5. Possession of controlled substances, unless acting within the scope of an employee's job duties;
6. [Diversion of controlled substances](#);
7. The use of Marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy even if its medical use or recreational use is authorized under state law. Cannabidiol (CBD) is unregulated, and therefore, some products may contain tetrahydrocannabinol (THC) in amounts that are greater than indicated on the packaging. A drug test result indicating THC will be considered a positive drug test regardless of the source of the THC.

In addition, violations of this Drug Free Workplace policy may involve violations of other EvergreenHealth policies such as [HIPAA](#), theft, inappropriate computer or equipment use, falsification of records, etc., and in such cases will be subject to separate corrective action. See [Policy HR-LR 1002 Corrective Action](#).

In accordance with federal and state guidelines and other EvergreenHealth policies and procedures (including but not limited to: [Fitness for Duty](#), [Pre-Employment Drug Testing](#), [Code of Conduct](#)) EvergreenHealth reserves the right, at its discretion to send employees for drug testing on reasonable suspicion of a violation of this policy.

EvergreenHealth will comply with all pertinent federal or state requirements, including those of Washington Health Professional Services (WHPS) and Washington Physician Health Program (WPHP). This includes required reporting confirmed diversion of controlled substances and/or positive test results to the local, state and federal authorities, appropriate licensing pharmacy board and state and federal law enforcement agencies.

EvergreenHealth encourages employees experiencing problems with drugs, alcohol or other substances to voluntarily seek assistance, either through outside agencies or through the Employee Assistance Program

(EAP). Employees experiencing chemical dependency may be referred by EvergreenHealth to the EAP and/or a state approved program/treatment center and may require participation as a condition of continued employment. Alternatively, an employee may voluntarily disclose his or her chemical dependency, and, if circumstances otherwise support it, undertake a leave of absence under the applicable EvergreenHealth policy. Voluntary participation and self disclosure may mitigate corrective action where the misconduct arises from a drug or alcohol problem.

\* For examples of behaviors that may indicate a drug or alcohol impairment see the [Behavior Observation Form](#).

## Employee Responsibilities

Employees are responsible for being at work fit for duty and free of drug and alcohol impairment.

Any employee who is concerned or reasonably suspects that a fellow employee may be under the influence of drugs and/or alcohol while acting within the course and scope of their duties and/or may be diverting controlled substances, or may be involved in the manufacture, distribution or sale of an illegal drug is expected to report the individual and the specific behaviors to support the suspicion to his/her immediate supervisor, House Supervisor (705) or to Human Resources.

Employees are expected to advise their immediate supervisor or supervisor on duty or Human Resources of the use of prescription medications or other substances that may impair performance. The ability to perform required job duties safely and effectively while taking such medications or substances may be evaluated by a certified Health Care Provider. Prescription and nonprescription medications are not prohibited when taken in accordance with a lawful prescription and consistent dosage recommendations so long as they do not impact an employee's ability to safely perform the required job duties. The suspicion and knowledge of associated EvergreenHealth investigation and corrective responses will be kept confidential except from individuals with a clear "need to know."

An employee must notify Human Resources of any drug related conviction within five days of receiving the conviction. Failure to notify Human Resources may result in corrective action, up to and including immediate termination. EvergreenHealth reserves the right to address suspicious or inappropriate behavior through the progressive corrective action process even if drug test results are negative.

## Management Responsibilities

Supervisors/Managers are expected to immediately report all suspected or known improper handling or diversion of drugs to the Pharmacy and Human Resources.

If the Supervisor/Manager has a reasonable suspicion that an employee is under the influence of drugs or alcohol and/or is diverting controlled substances, the supervisor should relieve the employee of job duties immediately and contact Human Resources or if after normal work hours the House Supervisor (705). See [Fitness for Duty, Drug and Alcohol Testing](#) and [Diversion of Controlled Substances](#) procedures for further details of the Supervisor's responsibility to take action promptly in such cases. In addition, for employed Providers, the following people must be notified: the Medical Director (chief of the Department) to which they are assigned, the divisional Vice President, the Chief Medical Officer, and the designated member of EvergreenHealth's Practitioner Peer Support Committee, Impaired Provider Work Group.

The Supervisor/Manager/Director is responsible for reporting employees in licensed, registered or certified positions with positive test results or confirmed diversion of controlled substances to the appropriate regulatory agencies including but not limited to, the Washington State Board of Pharmacy, Washington State Health Care Commission Division of Licensing and other boards, as well as law enforcement agencies, as required by Washington State law. External reporting to regulatory and accreditation agencies is controlled and coordinated by the Quality department, Risk Management and Legal.

## Human Resources Responsibilities

Human Resources will work with the employee and his/her manager to ensure proper compliance with the policy and will partner with Employee Health as needed.

## Employee Assistance Program (Assistance in Recovery)

EvergreenHealth provides an Employee Assistance Program (EAP) through which employees (and family members living in their household) may seek confidential assistance in the resolution of chemical dependency or other problems. Any employee who struggles with alcohol, prescription drug, or illegal substance abuse is strongly encouraged to voluntarily seek assistance through the EAP, or through the WHPS for staff (WPHP for physicians). The employee will not be disciplined for voluntarily seeking assistance. However, entry into a treatment program will not exempt the employee from the requirement to successfully complete the program or sustain satisfactory future performance, conduct and attendance.

An employee who diverts a controlled substance and/or tests positive for other presence of drug and/or alcohol and/or as determined by the employer may be referred as appropriate to the Employee Assistance Program (EAP) and/or a state approved program/center for treatment. See [Behavioral Observation Form](#), [Diversion of Controlled Substance](#) and [Drug and Alcohol Testing](#) Procedures. If the assessment comes back with recommendations for treatment, and the employee complies with the treatment recommendations, the employee may be eligible for FMLA coverage, or placed on a disability leave of absence, each in accordance with the EvergreenHealth [Leaves of Absence Policy](#).

If referred to the EAP for drug and/or alcohol related treatment as a condition to continued employment, an employee who fails to (1) follow the recommendations of the EAP, (2) comply with terms of a last chance agreement, (3) successfully complete treatment, or (4) successfully complete all segments of a state rehabilitation program, will be subject to corrective action. Cooperation with the EAP, or participation in a state licensed rehabilitation program, does not guarantee continued employment with EvergreenHealth or preclude corrective action, nor does such cooperation or participation relieve the employee of his/her responsibility to perform assigned duties in safe and efficient manner. [See Policy HR-LR 1002 Corrective Action](#).

This policy is not a substitute for government regulation of employees who are licensed by the State of Washington (e.g. registered nurses, pharmacists, medical doctors). Positive drug/alcohol test results will be reported to the Washington Health Professionals Service(WHPS) or other State program which will be responsible for informing the appropriate agency per licensing requirements, such as the Washington State Department of Health.

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**Approvals**

- **Committees:**

- **Signers:**

**Jessika Groce**

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**Volunteer Attestations for:  
Code of Conduct  
Work Restriction Policy  
Drug Free Workplace**

Volunteer Name: \_\_\_\_\_

**Code of Conduct:**

Volunteers are included in EvergreenHealth's Code of Conduct policies, procedures, laws and regulations. I certify that I have read the Code of Conduct and agree to abide by the overall guidance, policies, procedures, laws and regulations.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Work Restriction Policy:**

EvergreenHealth Volunteers are included in the Work Restriction Policy. My signature below indicates that I have read and understand the Work Restriction Policy. I will follow the guidelines set forth in the policy regarding infectious diseases and will consult Employee Health (425-899-2282) or, if after hours, the Healthline (425-899-3000) if I have any questions concerning whether or not I should come in for my volunteer shift.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Drug Free Workplace:**

I have read the Drug Free Workplace Policy and understand that the use, diversion, possession, distribution, sale or manufacture of alcohol, controlled substances, drugs not medically authorized and/or in violation of state and/or federal laws, or other substances which may impair volunteer performance and/or pose a hazard on EvergreenHealth property, or at off-site locations where services are provided, is strictly prohibited.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_