

Department Policy and Procedure Manual

Subject: Non-Retaliation
Scope: Organization-Wide

Effective Date: 10/13/2004
Page 1 of 1

I. Purpose

The purpose of this policy is to encourage employees, affiliated physicians, researchers, officers, and directors, to report, in good faith known or suspected instances of violations of hospital policies, applicable laws or unethical conduct without fear of retaliation by the hospital or any of its subsidiaries or affiliates.

II. Policy Statements

- A. Hospital leadership understands that individuals may not report concerns if they feel that they will be subject to retaliation, retribution or harassment for reporting the concern.
- B. Accordingly, the Hospital prohibits retaliation against any individual who reports known or suspected instances of violations of hospital policies, including but not limited to the Hospital's Equal Employment Opportunity Policy, Non-Harassment Policy, Code of Conduct, violations of applicable laws, unethical conduct or for cooperating in any investigations related to such reports.

III. Procedures

- A. If you wish to report concerns, please notify your supervisor, your department head, the Compliance Department, Human Resources or the Compliance Hotline (800-273-8452).
- B. Any employee, Supervisor or Manager who engages in or condones any form of retaliation, retribution or harassment against an individual for reporting issues under this Policy or any other policy will be subject to appropriate disciplinary action.

Date Written: 10/1/2004

Date Reviewed/Revised: 1/25/2011; 7/1/2011; 7/1/2014; 8/1/2016

Date of Approvals:

Hospital Operations Committee: 10/13/2004; 7/13/2011;
Administrative Policy & Procedure Committee: 10/13/2004; 3/11/2011;
7/1/2014; 9/1/2016

DISCLAIMER: This policy was developed solely for the use of Children's Hospital of Chicago Medical Center and its affiliates (the "Medical Center"). The information contained herein shall not be relied upon by individuals or entities outside the Medical Center for accuracy, timeliness, or any other purpose. Nothing in this policy alters the employment-at-will relationship of employees.