

# COMPLIANCE & SAFETY

## Safety & Culture

### Parking Lot Safety

#### Personal Safety

- Plan for how you will respond when approached by a stranger.
- Ask for security to escort if you feel unsafe. Avoid walking alone if possible.
- Check your car before getting in.
- Report to maintenance if you notice lighting out.
- Have keys out before getting to the car & be prepared to use the panic button if needed.

#### Property Safety

- Park in a well-lit area if possible.
- Do not leave valuables within view inside the car.
- Do not store an extra key under the car/fender/etc.

#### Pedestrian Safety

- Be cautious & aware of surroundings while in the parking lot.
- Use sidewalks & crosswalks when available. Look both ways before crossing.
- Avoid areas where it will be difficult for a driver to see you.
- In bad weather, wear proper footwear to provide adequate traction to avoid slipping or falling.
- Report any uneven surfaces such as covers missing over manholes, chips in the asphalt, etc. to maintenance.

#### Driver Safety

- If possible, pull all the way through parking spots so that you don't have to reverse when leaving.
- Avoid distractions while driving.
- Keep a low speed limit. Abide by posted speed limits. Consider stopping distance in poor weather.

## Compliance

### Use of Company Resources

We use our resources wisely. Company facilities, supplies & equipment may not be used for personal activities. All policies related to purchasing, storage, use of supplies & equipment, & payroll must be adhered to.

#### Compliance in Action

- Use Vandalia Health resources for business needs only & keep them in good condition
- Follow proper procedures for disposing of resources & equipment
- Ensure computers & other equipment is stored securely

**Q:** My coworker punches in for me when I cannot find a parking space, that's ok isn't it? I mean I am actually here.

**A:** You are "actually here" for payroll purposes only when you are at your workstation, not when you come onto property. Having another employee record your times for you is considered timecard fraud & potentially a breach of security policies.



## HOW TO REACH RISK

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## HOW TO REACH COMPLIANCE

### MHS:

Compliance Hotline: +1(877) 777-0787  
calls are anonymous & 24/7  
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