

COMPLIANCE & SAFETY

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 co-worker 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 the property. Having another employee punch in for you is considered timecard fraud & a breach of security policies.

Safety and Culture

Work & Play Safely in the Heat:

Prevention is Key

Heat-related illness can be prevented with water, rest & shade. New & returning workers should be given a gradually increasing workload to allow their bodies time to adjust to the hot conditions. Whenever possible, plan outdoor tasks & events earlier or later to avoid peak temperatures. Recognize **signs & symptoms of heat related illness** & acting quickly can save someone's life.



HOW TO REACH COMPLIANCE

MHS:

Compliance Hotline: +1(877) 777-0787
calls are anonymous & 24/7
VandaliaHealth.EthicsPoint.com
Compliance@VandaliaHealth.org
MHS.Privacy@VandaliaHealth.org

DHS:

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HOW TO REACH RISK

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