



AMERICA'S
ESSENTIAL
HOSPITALS

2015 America's Essential Hospitals Corporate Affiliate Member Policy and Guidelines

America's Essential Hospitals is the leading association and champion for hospitals and health systems dedicated to high-quality care for all, including the most vulnerable. Since 1981, America's Essential Hospitals has initiated, advanced, and preserved programs and policies that help these hospitals ensure access to care. It supports members with advocacy, policy development, research, and education.

The Essential Hospitals Institute is the private, nonprofit research arm of America's Essential Hospitals. The Institute researches and promotes best practices in health care, especially for vulnerable populations and underserved communities. It uses data analysis and lessons learned to help members of America's Essential Hospitals and the larger health care industry improve quality and efficiency. The Institute, which also educates and trains senior administrators and clinical leaders, comprises a Research Center and the Transformation Center, a catalyst for innovative change to improve quality and safety.

For purposes of this document, America's Essential Hospitals and the Essential Hospitals Institute will be collectively referred to as America's Essential Hospitals or the "association".

I. Statement of Policy

It is the express intention of America's Essential Hospitals that all interactions among and between the association and its members will comply with all federal, state and local laws, regulations, and ordinance, including but not limited to the policies of individual members of America's Essential Hospitals and other applicable privacy, security and industry ethics policies. For purpose of this document, a corporate affiliate member is a company or organization that provides products or services for essential hospitals. Most corporate affiliate members either conduct business, or have an interest in conducting business, with the association or a hospital member of America's Essential Hospitals.

II. Corporate Affiliate Member Guidelines

America's Essential Hospitals reserves the right to decline, at its own discretion, membership (or participation in an association meeting or conference) to any company or organization. The following guidelines are applicable to any potential corporate affiliate members and the representatives that they may choose to send to an association event.

- America's Essential Hospitals shall not allow corporate affiliate members that might be perceived to unfairly influence a business relationship, or create a conflict of interest situation, including even the appearance of impropriety, or otherwise compromise the business judgment of attendees at the meeting.
- America's Essential Hospitals shall not allow a corporate affiliate membership that may damage or compromise the reputation of the association or a hospital member. Similarly, no illegal, unethical or immoral sponsorship activities will be allowed.
- At the sole election of America's Essential Hospitals, a corporate affiliate member may be prohibited from attending any association breakout session at any association event, in which sensitive, confidential or proprietary information pertaining to America's Essential Hospitals, its hospital members or their patients and/or providers, may be shared.
- Corporate affiliate members shall be sensitive to the fact that America's Essential Hospitals and its hospital members are all governed by strict codes of conduct, compliance policies, and ethical and governance rules through their employers, which may restrict certain meeting attendee's interaction with corporate affiliate members even further than is called for in this document.
- Before America's Essential Hospitals shall accept any company as a corporate affiliate member, all organizations shall make a written acknowledgment that they have read and understand, and agree to comply with this document.

III. Criteria for Engaging as a Corporate Affiliate Member

1. Compliance with applicable law: America's Essential Hospitals requires that corporate affiliate members comply with applicable local, state, and federal laws. Ethical standards may exceed legal compliance and preservation of America's Essential Hospitals' nonprofit status shall take precedence.
2. Avoidance of conflict of interest: Where conflicts of interest arise – actual, potential, or perceived – the duty of loyalty is to America's Essential Hospitals and its hospital members and mission. America's Essential Hospitals' governing authorities and staff must ensure that no staff member, other individual or business benefits at the expense of the associations' mission, members, reputation or the communities they serve.
3. Exclusion of tobacco, alcohol, gambling, and firearms: America's Essential Hospitals shall not engage in corporate relations directly with



producers of tobacco, alcohol, gambling, or firearm products. This does not necessarily exclude subsidiaries of such companies that produce products or services that are unrelated to tobacco, alcohol, gambling, or firearms.

- No implied endorsement:
 - A corporate affiliate membership does not imply America's Essential Hospitals' approval of that corporation's general policies, nor does it imply that the association will exert any influence to advance the corporation's interests outside the substance of the arrangement itself. Corporate affiliate members are not designated as preferred vendors and their membership will not include any procurement implications. Hospital and health system members have no obligation to conduct business with corporate affiliate members.
 - America's Essential Hospitals' name and logo shall not be used in a manner that would express or imply an association endorsement of the organization or its policies.
- No direct legislative advocacy: Corporate affiliate members will not influence or impact the advocacy agenda of America's Essential Hospitals.
- 4. Transparency and full disclosure: America's Essential Hospitals shall take reasonable steps to make its actions transparent and understandable to its membership and the general public, especially where lack of transparency may reasonably lead to an appearance of conflict of interest.
- 5. Implementation: America's Essential Hospitals' CEO, and outside legal counsel as necessary, shall investigate any alleged violation of this document. In the event of breach, America's Essential Hospitals retains the right, at its sole discretion, to revoke a corporate affiliate membership and shall not be liable for refunding any paid membership. America's Essential Hospitals may also bar a corporate affiliate member from future association meetings where there is a reasonable likelihood that such its representatives will conduct itself out of compliance with this document.

Any potential or current corporate affiliate members with questions about this document should contact the vice president for member services, at (202) 585-0573.

CORPORATE AFFILIATE MEMBER POLICY ACKNOWLEDGEMENT

As a corporate affiliate member of America's Essential Hospitals, I have received a copy of the organization's Corporate Affiliate Member Policy and Guidelines. All of my questions concerning the policy and its procedures have been answered to my satisfaction. I understand that I am responsible for following this policy and that failure to do so may result in discipline, up to and including my companies' removal from the membership. In the event that I need further clarification of the policy or its procedures, I understand that I should contact the vice president for member services.

Further, I hereby certify that, to the best of my knowledge and belief, my company is in compliance with the guidelines and criteria set forth in the Corporate Affiliate Member Policy and Guidelines.

Corporate Affiliate Member

Accepted by: _____

Name (please print)

Title: _____

Signature _____

Date: _____

America's Essential Hospitals

Accepted by: _____

America's Essential Hospitals' vice president for member services

Signature: _____

Date: _____