

Beaumont® | HEALTH SYSTEM

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Prepared By Corporate Human Resources		Prior Issue Date 08/01/12	Issue Date 07/01/15

GENERAL

It is the intention of Beaumont Health System to provide and maintain a safe and secure environment for all persons. Moreover, illegal, fraudulent, or other dishonest activities on the part of any person are contrary to the Beaumont Standards and will not be tolerated. Any type of violent action on the part of any Beaumont employee which could endanger any and all persons on the Hospital premises is cause for immediate discharge.

DEFINITIONS

All Persons

Patients, visitors, employees, physicians, residents, contingents, contractors, agency staff, interns, volunteers, students and observers.

Hospital Premises

Any property, real or personal, owned or leased by the Hospital including but not limited to grounds, buildings and motor vehicles.

Theft of Hospital Property

The unauthorized removal of any item owned by the Hospital from the Hospital premises including but not limited to:

- Any item owned by the Hospital (i.e., supplies, food, equipment, clothing, etc).
- All disposable materials – those items intended for one-time-only use (i.e., gloves, basins, shoe covers, etc).
- Obsolete and/or ineffectual items (i.e., pieces of furniture, etc).
- Any discarded materials – those items that have been used by the Hospital and have no further value to the Hospital (i.e., packing materials, empty containers, trash, etc).
- Any recyclable items (i.e. cans, bottles, etc).
- Redeemable coupons and/or vouchers (i.e. recognition coupons, gift cards, etc.)

Illegal Activity

Any act which violates state, local or federal law, statute or ordinance.

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Misconduct

Any infraction or violation of Hospital policy. Examples include but are not limited to the following:

- Possession or use of a firearm, knife or any other potential weapon
- Discrimination
- Harassment, sexual or otherwise
- Falsifying/Misrepresentation of Work Records
- Fighting
- Possession or Use of Alcohol/Controlled Substances/Firearms or Other Weapons
- Improper Conduct
- Insubordination
- Willful Damage to Hospital Property
- Gross Neglect of Duty

Such violations are considered gross infractions, which **may** result in discharge. For further examples of misconduct and the appropriate application of the Program for Performance Management, refer to the Employee Relations Reference Guide or contact Human Resources.

RESPONSIBILITY

Management

Management shall make all reasonable efforts to investigate any infractions of Hospital policy. Management shall immediately notify their Administration of any theft or illegal activities that they become aware of.

Employees

It shall be the responsibility of every employee to report to management any known or suspected theft, illegal activity or misconduct as defined in this policy. Employees may also report concerns anonymously through the Hospital's Compliance Line 1-888-495-5100.

Any employee who, in good faith, reports the conduct as described by this policy should not be subject to retaliation. Moreover, this policy shall be construed not to conflict with any remedies available to an employee by federal, state or local authority.

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<p><u>INVESTIGATION OF THEFT OF HOSPITAL PROPERTY (Cont'd)</u></p> <p>Security personnel shall confiscate the property, conduct an investigation and submit a written report to Human Resources and the employee's department manager. The property will be held pending the outcome of the investigation, the issuing of disciplinary measures and/or the adjudication of any charges that are filed with legal authorities.</p> <p><u>INVESTIGATION OF MISCONDUCT</u></p> <p>Acts of misconduct other than those indicated above will be investigated by Human Resources. Human Resources, in collaboration with the employee's department will determine the appropriate action to be taken.</p> <p><u>EXCEPTIONS</u></p> <p>Empty cardboard boxes may be removed from the Hospital premises. However, these items shall also be subject to inspection by Security.</p> <p><u>INQUIRIES</u></p> <p>Inquiries regarding the reporting and investigation of illegal activities or misconduct as defined in this policy should be directed to management, Security, and/or Human Resources.</p> <p><u>DETAILED PROCEDURES</u></p> <p>None.</p>			

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