	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.04
	Title: SOLICITATION AND DISTRIBUTION OF LITERATURE	Page: 1 of 2
		Effective Date: 11-30-18
		Retires Policy Dated: 09-28-17
		Previous Versions Dated: 02-18-16; 03-19-15; 09-27-11; 12-01-09; 04-19-00; 01-01-93

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or entity in which an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Entity”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to outline Tenet’s directions regarding solicitation and distribution of literature on Tenet property.

III. POLICY:

The company respects the interests of our employees to be informed. At the same time, the company believes that solicitation and distribution of literature that has not been approved can be disruptive in the work environment and offensive to employees not interested in the information. Therefore, solicitation and distribution of literature on Tenet property are prohibited except as expressly permitted by this policy. The provisions of this policy are controlling on all matters related to Solicitation and Distribution of Literature and supersede any existing provision(s) contained in the Employee Handbook

IV. PROCEDURE:

A. Supporting Documents


Corporate Human Resources may establish supporting documents to implement this policy, including, for example, Job Aids, Protocols, or Procedures.

B. Responsible Person

Each Tenet Entity Human Resource Leader is responsible for assuring that all individuals adhere to the requirements of this policy and its supporting documents, that all applicable procedures and processes are implemented and followed at the Tenet Entity, and that instances of noncompliance with this policy are reported to Tenet HR Operations for review and resolution by the VP, Labor Relations.

C. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures, protocols and responsibilities created by

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this policy and its supporting documents. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable laws.

V. REFERENCE:

-HR.ERW.04 Solicitation and Distribution of Literature Policy Protocol