	<b>Human Resource Policy Employee Relations &amp; Workplace Expectations</b>	<b>No. HR.ERW.20</b>
	<b>Title:</b>  <b>EMPLOYEE USE OF SOCIAL MEDIA</b>	<b>Page: 1 of 3</b>
		<b>Effective Date: 11-30-18</b>
		<b>Retires Policy Dated: 09-28-17</b>
		<b>Previous Versions Dated: 01-01-15; 02-01-12; 09-27-11; 11-01-09</b>

## 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 help employees with respect to Tenet’s policies regarding public Social Media outlets such as Facebook, Twitter, LinkedIn, Instagram, Pinterest, Tumblr, YouTube, Yahoo Finance, Foursquare, and internal social collaboration features (such as SharePoint) on Tenet’s Intranets.

## III. DEFINITIONS:

- A. **“Confidential Information”** has the same meaning as Proprietary Information.
- B. **“Proprietary Information”** means any trade secret, know-how, invention, software program, application, documentation, schematic, procedure, contract, information, knowledge, data, process, technique, design, drawing, program, formula or test data, work in progress, engineering, manufacturing, marketing, financial, sales, supplier, customer, patient, investor, or business information, whether in oral, written, graphic or electronic form, but does not include employee benefits and compensation information, or other terms and conditions of employment, with the exception of executive level employees and/or those covered by lawful written confidentiality agreements.
- C. **“Public Information”** means information that has been released to the public by Tenet.
- D. **“Social Media”** mean content created by people using highly accessible and scalable publishing technologies, tools and platforms facilitating the discovery, participation and sharing of content.

## IV. POLICY:

We recognize the common use of Social Media in our employees’ day-to-day lives to stay virtually connected to our friends, family, and colleagues. After all, an interest in social connections is what inspired us to join healthcare and care for patients. As such, we respect our employees’ use of Social Media to the extent it does not interfere with our work, or does not

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create potential harm to others, including patients and their families, Tenet colleagues, and other individuals that we interact with at Tenet.

This policy applies to employee actions both during work and non-work time and Social Media relates to any Social Media postings regarding work-related content (for example, co-workers, physicians, patients, and Tenet and its affiliates). This policy exists to protect the privacy and confidentiality of others, including Tenet, and the words and actions of Tenet employees may be attributed to, and interpreted as speaking on behalf of, Tenet.

Note that all employees have rights under the National Labor Relations Act to engage in protected concerted activities including discussing terms and conditions of employment, wages or benefits or working conditions. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employee rights under any applicable federal, state, or local laws, including employee rights under Section 7 of the National Labor Relations Act, including but not limited to the right to engage in protected concerted activities with other employees for the purposes of their mutual aid and/or protection, or to improve terms and conditions of employment, such as wages and benefits.

Notwithstanding the above, employees who have access to confidential or other information solely in the course of their job duties are not permitted to disclose such information outside of the proper scope of their duties. The provisions of this policy are controlling on matters related to Employee Use of Social Media and supersede any existing provision(s) contained in the Employee Handbook.

## **V. 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**

### **C. Each Tenet Entity HR 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 Enforcement.**

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures, protocols and responsibilities created by this policy and its supporting documents. Failure to comply with this policy will

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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 law.

## VI. REFERENCES:

- Standards of Conduct
- Administrative policy AD 1.09 Media Relations and Public Release of Information
- Human Resources policy HR.ERW.18 Use of Information and Technology Systems
- Administrative policy AD 1.20 Requirements for Social Media Community Managers
- Administrative policy AD 1.17 Fair Disclosure (Regulation FD)
- Human Resources policy HR.ERW.04 Solicitation and Distribution of Literature
- Information Privacy and Security Program
- Quality, Compliance, and Ethics Program Charter
- HR.ERW.20 Employee Use of Social Media Policy Protocol