

# Acknowledgement and Confidentiality Statement

## Acknowledgement

- I have received MultiCare's Compliance & Ethics training and have access to a copy of the Standards for Business Conduct (the Standards).
- I have read the Standards and understand its purpose and how it applies to me.
- I understand that I am responsible for complying with the Standards.
- I know where to turn if I have questions about the Standards.
- I understand that adherence to MultiCare's policies and procedures is a condition of employment and that MultiCare may take corrective actions, including termination for violations of the policies and procedures, including but not limited to:
  - The Standards
  - MultiCare policies
  - Failure to report instances of non-compliance
  - Applicable laws and regulations
  - Terms and guidelines of government health care contracts
- I have a responsibility to discuss the importance of the Standards with workforce members I supervise, as applicable.
- I acknowledge that I have access to policies via Point MultiCare and understand that I am responsible for reading and abiding by the policies and procedures posted there as amended from time to time.
- I understand and acknowledge that MultiCare has the right to monitor my access and usage of company assets and systems, including internet access, email transmissions and medical record access. I also acknowledge and understand that my access or usage is at MultiCare's discretion and may be revoked at any time.
- I understand that I have a responsibility to report suspected or observed misconduct or other ethical concerns as a condition of my employment. Reports can be directed to my manager or the Integrity Line.

## Confidentiality Statement

I recognize that during my employment or engagement at MultiCare, its affiliates and/or subsidiaries, I may have access to confidential, proprietary, private and/or nonpublic information (confidential information). Confidential information includes, but is not limited to: medical, health, and financial information about customers and their dependents; information that isn't publicly available about MultiCare's operations, associates, plans, development, purchasing and marketing, sales, provider contracts and costs, pricing, improvements, ideas; personnel records, including salaries and benefits, and information about customers and clients. This definition of confidential information is not intended to prohibit workforce from discussing and sharing information about their own salary, benefits, medical information or other personnel matters with each other or outside entities as protected by the National Labor Relations Act.

I understand that I am to protect the confidential information that I have access to or am in possession of, both inside and outside of the physical locations of MultiCare. I will not directly or indirectly use or disclose confidential information unless permitted under MultiCare policy or written authorization.

I agree that all MultiCare records, data, and documents (in any form) are the exclusive property of MultiCare and I agree that at the termination of my employment, I will return the company all MultiCare property, including all manuals, letters, notes, notebooks, reports, customer or prospect lists, employee lists, data, information or files that were in my possession or control during the term of my employment.

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SIGNATURE

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PRINT NAME

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DATE