

Why do organizations have a code of conduct?

A code of conduct is intended to be a central guide for employees to use in their day-to-day decision making. It is meant to clarify an organization's mission, values and principles, linking them with standards of professional conduct. The code of conduct is an open disclosure of the way an organization operates and provides visible guidelines for behavior.

What type of compliance violations or concerns should you report?

Activities or conduct that you believe violate a federal law, state law, or PHS policy should be reported. This includes violations of contracts, ethics policy, financial reporting, health care delivery and documentation practices, and other compliance violations of any kind.

How can I report a compliance violation or concern and to whom?

Compliance violations and concerns can be reported in the following ways.

- Employees are urged to voice any violations or concerns with their supervisor, management team, or human resources staff.
- Or, you can go to the PHS website at <https://www.providerhealthservices.com/employees#Contact-Compliance>. Once you are on the website, fill out the required information, and click the Submit button. An email is automatically generated and sent to the Compliance Department.
- Or, you can contact the Compliance Department directly by calling 337-991-9276.

Will I cause trouble with my supervisor if I report?

No. PHS has policies in place regarding non-retaliation. It states that PHS will not allow retaliation against anyone who, in good faith, reports a possible violation. Even if no issues are found after an internal investigation is conducted.