

## Compliance Standards: Employment and Standards of Conduct

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#### **Policy and Practice**

***Fresenius is committed to fair and lawful human resources policies and practices in:***

- ***Hiring***
- ***Compensation***
- ***Career development***
- ***Discipline; and***
- ***Other employment actions.***

#### **Discrimination**

***Fresenius will not permit discrimination in hiring or in the workplace based on:***

- ***Race***
- ***Color***
- ***Religion***
- ***Gender***
- ***National origin***
- ***Age***
- ***Marital status***
- ***Citizenship***
- ***Disability***
- ***Sexual orientation***
- ***Veteran status; or***
- ***Any other unlawful consideration.***

Fresenius wishes to maintain a safe, secure, productive, respectful and non-discriminatory workplace, which values the contributions of all employees.

#### **Work Environment**

***It is the policy of Fresenius that all employees should be able to enjoy a work environment free from all forms of discrimination, including harassment from supervisors, co-workers, vendors, consultants, visitors or customers of Fresenius.***

Fresenius personnel have the right to work in an environment that is free of harassment in any form.

***Refer to the Fresenius Human Resources Policy Manual for more detailed information relating to harassment.***

#### **Violence, Abuse, or Aggressive Behavior**

**Violence, abuse or aggressive behavior will not be tolerated.**

This policy will be enforced for any employee, whether:

- On Company property
- While performing any job-related duties for Fresenius; or
- At any Fresenius-sponsored event, on or off Fresenius premises.

#### **Alcohol and Illegal Drugs**

***Fresenius personnel may not report to work while under the influence of alcohol or illegal drugs. The use, possession, buying or selling of illegal drugs while on Company business or on Company property is strictly prohibited and may result in immediate discharge.***

Employees who appear to be under the influence of alcohol or illegal drugs will be subject to alcohol or drug testing. Fresenius will comply with all Department of Transportation drug and alcohol testing regulations regarding commercial drivers.

Any employee who suspects that a co-worker is intoxicated or under the influence of illegal drugs should report the situation to his or her supervisor.

You may seek assistance for drug and alcohol related issues through the Human Resources Department.

#### **Substances Intended for Patients**

***Illegal, improper or unauthorized use of substances intended for patients is prohibited.***

Some Fresenius employees have access to controlled substances, prescription drugs, and other medical supplies. If you become aware of any improper diversion of drugs or medical supplies, you must immediately report the incident to your supervisor or manager.

#### **Time Off and Reimbursement**

***Employees are expected to deal honestly with the Company in:***

- ***Scheduling and reporting time off***
- ***Seeking reimbursement of business-related expenses; and***
- ***Other similar matters.***

## Employment and Standards of Conduct: Q & A

### Unfair Treatment

**Q:** *What are my options if I feel that I have been treated unfairly in my annual performance review?*

**A:** You should discuss your concerns directly with your supervisor. He or she should be prepared to give you a candid and honest appraisal of your performance. Make sure that you understand the basis for the review and any performance concerns expressed during the review. If this does not resolve the problem, bring your concerns to your department manager or to the Human Resources Department.

### Sexual Harassment

**Q:** *What qualifies as sexual harassment and what can I do if I believe that it is happening to me?*

**A:** Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature. A victim's submission to such unwelcome conduct may never be a condition of employment or serve as the basis for career advancement or retaliation. If you believe that you have been the subject of sexual harassment, you should contact your supervisor, manager, or the Human Resources Department. You may also call Employee Access and Response ("EAR"). Allegations of sexual harassment will be investigated fully and confidentially.

### "Off-Color" Jokes

**Q:** *One of my co-workers is in the habit of telling questionable ethnic or "off-color" jokes. This offends me and others in the office. How can I get this to stop?*

**A:** Often, an open and honest discussion of your feelings with the person telling the jokes can resolve the problem. If this does not work, you should contact your supervisor or the Human Resources Department.

### Recognizing Drug and/or Alcohol Abuse

**Q:** *I am a supervisor, and I am not sure how to recognize an employee who may be under the influence of alcohol or controlled substances. How can I determine if an employee is unfit to work?*

**A:** For Products Distribution Center supervisors, the Department of Transportation ("DOT") requires training designed to assist driver supervisors and managers with the recognition of symptoms and behaviors associated with intoxication and/or the use of controlled substances. These materials are available from Distribution Center managers and Corporate Health, Safety and Risk Management.

Supervisors and managers outside of Products distribution should refer to the HR policy on drugs and alcohol, as well as, contact divisional or business unit Human Resources representative for guidance.

### Medication on the Job

**Q:** *My doctor prescribed some medication for me, and I don't know if it will interfere with my job of operating a forklift. What should I do?*

**A:** If your physician has informed you of any restrictions placed on your activities due to the medication, you must inform your supervisor of such limitations, as they may affect your work performance. Inform your immediate supervisor of your prescription, and of any such restrictions that may place you or your co-workers in danger.

## Compliance Standards: Workplace Safety

### Environmental Health and Safety

***Fresenius personnel are expected to comply with policies and regulations relating to environmental health and safety.***

Fresenius seeks to provide a safe, healthy and productive workplace for its employees. Policies and procedures have been developed in compliance with governmental regulations to protect you from potential workplace hazards.

Take necessary precautions to avoid injury or harm to yourself and to co-workers. It is important for you to notify your supervisor of any:

- Workplace injury
- Unsafe work conditions
- Unsafe work practices
- Environmental releases/spills; or
- Potential or actual incidents of violence that may present a risk of injury so that corrective action may be taken.

### Disposal of Medical and Other Hazardous Waste

***Follow proper techniques for the disposal of medical and other hazardous waste.***

Policies and procedures have been developed by the Company to ensure that biomedical and hazardous waste disposal is done in compliance with federal, state and local laws. These policies and procedures **must be followed at all times.**

Report any violations or suspected violations immediately to your supervisor or the Office of Health, Safety and Risk Management



### Fire and Disaster Plans

***Fresenius personnel should become familiar with safety regulations and emergency plans regarding fire and disaster in the areas in which they conduct business.***

### Violent or Abusive Conduct

***Violent or abusive conduct, including verbal or physical abuse by any employee, patient, vendor or visitor at a Fresenius facility, will not be tolerated.***

Any violent or potentially violent situation in the workplace or any business related function should be reported to your supervisor or the Office of Health, Safety and Risk Management.

## Workplace Safety: Q & A

### **Violent or Threatening Patients**

**Q:** *We occasionally have a problem in our dialysis clinic with a patient who becomes violent. What is the policy on dealing with violent or threatening patients?*

**A:** The safety of the other patients and staff are of primary concern when a violent episode takes place. It is important to be prepared beforehand so you will know how to react to a violent encounter. Consult the Policy Manual Dialysis Services Compliance Guidelines for dealing with abusive patients.

### **Weapons at Work**

**Q:** *I live and work in an area of the country where many people have handguns. My co-worker brings a firearm to work in his coat, and keeps it in his locker all day under lock and key. Is this an acceptable practice?*

**A:** No. It is against Company policy for Fresenius personnel (other than authorized security personnel) to bring any type of firearm to a Fresenius location. You should report such a practice immediately to your supervisor or the Office of Health, Safety, and Risk Management by calling Corporate Headquarters at 800-662-1237.

### **Fear of Abuse at Work**

**Q:** *I have been having some domestic relationship problems at home recently, and I am afraid that my partner may begin to harass me at work. I don't want this problem to interfere with my job, but I don't know how to prevent it. What should I do?*

**A:** Discuss your concern with your supervisor or the Human Resources Department so that appropriate security measures can be taken to protect you and your co-workers. Other resources would be the Office of Health, Safety and Risk Management or the local police department.