

Corporate Responsibility Support and Other Resources

Reporting Concerns

As an organization and as individuals, we are responsible for promptly reporting potential violations of law, regulation, policy or procedure. You are protected from retaliation if you make a good-faith report, complaint or inquiry. The CommonSpirit reporting process is described below.

CommonSpirit Reporting Process:

1. Speak with your supervisor or another manager.
2. If the supervisor/manager is not available, or you are not comfortable speaking with him/her, or you believe the matter has not been adequately resolved, contact your Human Resources representative or your local Corporate Responsibility Officer.
3. If you want to anonymously report a concern to a neutral third party, you have two options:
 - Call the reporting hotline number: **1.800.845.4310**
 - File your report using the Internet:
<https://compliancehotline.commonspirit.org>

The confidential option described in #3 above is available 24 hours a day, seven days a week. Reports made by phone or the Internet are received by trained staff who document and forward information to your local or CommonSpirit Corporate Responsibility Officer for appropriate action. These reports are not traced or recorded. You may remain anonymous if you wish. If you choose to identify yourself, there is no guarantee your identity will remain confidential. However, when you identify yourself, it is easier for Corporate Responsibility staff to respond. Retaliation against any employee who, in good faith, reports potential or suspected violations is unlawful and will not be tolerated.

Download the complete **Standards of Conduct: Our Values in Action**