



Use Children's Property Responsibly

Use Children's Property Responsibly is Commitment 7 in Children's **Code of Conduct**.

What Are Children's Properties or Assets?

Assets are any property, data, or equipment used for Children's business or patient care purposes, including

- Medical supplies, equipment, or anything designated for patient care/testing; items such as suture/staple removal kits and IV supplies are examples of this category of assets
- Office supplies and office equipment, for example, copy/fax/printers, and computers
- Financial or patient data like tuition/payroll/time or business records, or Protected Health Information (PHI)
- Cash, funds, and corporate credit cards, including travel expense reports
- Work time, which is not to be used for sales of products/services for personal gain

Children's property/assets are intended for business or patient care purposes. Not only is this the right thing to do, it ensures that the necessary items are available so that we can give the best care to our patients. In the current environment of care, supply chain issues make managing our assets especially critical.

What Do I Do if I Suspect Misuse of Assets?

If you suspect any misuse of Children's assets, please promptly

- Report it to your supervisor, or
- Contact the Corporate Compliance Officer (205-638-7134)