

**GRANDVIEW MEDICAL CENTER  
ADMINISTRATION POLICY & PROCEDURE**

**POLICY:** AM-12

**ORIGINAL ISSUE:** 12/01/00

**RESPONSIBILITY:** Corporate Integrity

**REVISIONS:**

**DEPARTMENTS AFFECTED:** All KMCN  
Departments

**REVIEWED:** 02/28/01, 10/05

**APPROVAL SIGNATURE:** \_\_\_\_\_

Roy Chew, President

**SUBJECT: Independent Contractors & Vendors**

**POLICY:**

Kettering Medical Center Network's policy is that all contractors, vendors, and professionals who provide items or services to Kettering Medical Center Network must comply with all applicable laws and Kettering Medical Center Network's policies.

**DEPARTMENTS AFFECTED:**

All company facilities.

**GUIDELINES:**

1. Each consultant, vendor, contractor, or other agent furnishing items or services worth at least \$25,000 per year, or others as identified by the Compliance Officer, shall be given a copy of Kettering Medical Center Network's Code of Ethics and shall provide a written certification that it is aware of and will comply with Kettering Medical Center Network's Code of Ethics.
2. Contractors should bring any questions or concerns about Hospital practice or their own operations to the Compliance Officer.
3. Hospital Leadership who work with consultants, contractors, and vendors or who process their invoices should be aware that Kettering Medical Center Network's compliance policies apply to those outside companies.
4. In the event that any irregularities, questions, or concerns should arise, employees should direct them to the Compliance Officer.

## AM-12 Independent Contractors & Vendors

### CONTRACTOR CERTIFICATION AND AGREEMENT OF COMPLIANCE

I hereby certify that I am a duly authorized Agent of the independent contractor named below ("Contractor"). On behalf of the Contractor and its Managers, directors, associates, and agents, I certify that I have received and read the Code of Ethics of Kettering Medical Center Network, and fully understand the requirements set forth in that document. I certify that Contractor shall act in full accordance with all rules and policies of Kettering Medical Center Network. These rules and policies include Kettering Medical Center Network's commitment to comply with all applicable federal and state laws, and Kettering Medical Center Network's commitment to conduct its business in compliance with the highest ethical standards.

To this end, Contractor expressly agrees that Kettering Medical Center Network's Code of Ethics shall be incorporated within and made a part of Contractor's agreement with Kettering Medical Center Network and shall survive termination of that agreement for any reason. Any failure of Contractor to comply with the rules and policies set forth in Kettering Medical Center Network's Code of Ethics, or to report violations of these rules and policies, may result in immediate termination by Kettering Medical Center Network of its agreement with Contractor.

Name of Contractor: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_