

	Ethics & Compliance Department	
	Policy No.: 9	Created: 07/2015
		Reviewed: 04/2023
	Revised: 10/2022	

EXIT INTERVIEWS

SCOPE:

Applies to all Envision Healthcare teammates at or above the Director level and/or any teammate terminated for cause as determined by the Ethics & Compliance Department, Legal Department, and People & Culture Department. For purposes of this policy, all references to “teammate” or “teammates” include temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

PURPOSE:

Envision Healthcare and its subsidiaries and affiliates (“Envision” or “the Company”) has adopted this Exit Interviews policy to provide teammates no longer working for the Company an opportunity to identify any potential compliance concern prior to departure from the Company.

POLICY:

It is the Policy of the Ethics & Compliance Department to attempt to conduct exit interviews with those teammates who separate from the organization and were employed at or above the Director level. The Ethics & Compliance Department, in conjunction with the Legal and People & Culture Departments, will review each “termination for cause” to determine whether an Exit Interview will be conducted. The Chief Compliance Officer will have oversight of the Exit Interview Process and will engage the Legal Department to provide legal counsel, as needed.

PROCEDURE:

- The Ethics & Compliance Department will attempt to conduct exit interviews for teammates at or above the Director level. The Ethics & Compliance Department may select other teammates to participate in an exit interview should it be deemed appropriate by the Chief Compliance Officer. These exit interviews may be conducted verbally or by written survey. The Ethics & Compliance Department will determine if the exit interview will be prior to the teammate separating from the company, immediately following the teammate’s separation from the company, or within some reasonable time thereafter, depending on the circumstances surrounding the separation.
- Documentation regarding all Ethics & Compliance Department exit interviews will be maintained by the Ethics & Compliance Department.

All suspected or potential violations of the Code of Business Conduct and Ethics, Compliance Program, or laws and regulations, which are raised by a teammate during an exit interview, will be investigated by the Ethics & Compliance Department.

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POLICY REVIEW

The Ethics & Compliance Department will review and update this Policy, as necessary, in the normal course of its review of the Company’s Ethics & Compliance Program.