	Department: Corporate Compliance	Policy No.: 110
	TITLE: EXIT INTERVIEWS	
Effective Date: 1/1/15	Revised: 1/1/15	

EXIT INTERVIEWS

SCOPE:

All Ascension At Home, LLC colleagues who voluntarily terminate their employment with the organization, colleagues at or above the Director level, any other colleague terminated for cause as determined by the Ethics & Compliance Department, Legal Department and Human Resources Department. For purposes of this policy, all references to “colleague” or “colleagues” include temporary, part-time and full-time associates, independent contractors, clinicians, officers and directors.

PURPOSE:


To provide colleagues no longer working for Ascension At Home, LLC or its subsidiaries (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 colleagues who separate from the organization and were employed at or above the Director level regardless of the terms of their separation. The Ethics & Compliance Department, in conjunction with the Legal Department and Human Resources Department, will review each “termination for cause” to determine if it is in the best interest of the organization to conduct an Exit Interview. The Chief Compliance Officer will have oversight of the Exit Interview Process and will request the Legal Department invoke the attorney client privilege as deemed necessary.

PROCEDURE:

- The Human Resources Department conducts exit interviews with all colleagues who voluntarily terminate their employment with the organization. The colleague can complete the exit interview at the time they are meeting with the Human Resources representative to complete their separation documentation, or they can elect to complete the exit interview later via the internet. The electronic exit interview is available at http://www.surveymonkey.com/s.aspx?sm=b2wzwma2WS4fI33JxeNmcA_3d_3d. The Code of Conduct section of the electronic exit interview allows the colleague to address any potential compliance concern. When a colleague indicates a potential compliance

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concern, the response is sent to the Ethics & Compliance Department for further investigation.

- The Ethics & Compliance Department will attempt to conduct exit interviews for colleagues at or above the Director level regardless of the reason for separation. The Ethics & Compliance Department may select other colleagues to participate in an exit interview should it be deemed appropriate by the Chief Compliance Officer. These exit interviews may be conducted verbally or in written survey. The Ethics & Compliance Department will determine if the exit interview will be prior to the colleague separating from the company, immediately following the colleague’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 in the Ethics & Compliance Department.

All suspected or potential violations of the Code of Conduct, Compliance Program, or laws and regulations, will be investigated by the Ethics & Compliance Department and a final report will be issued.