

STATEMENT ON WORKFORCE RIGHTS AND RESPONSIBILITIES

Bloodworks respects the dignity of its employees and volunteers. We strive to foster a positive work environment by assuring equal employment opportunity and treatment of all employees without regard to age, gender, disability, race, color, ancestry, religion, sexual orientation, gender identity or expression, national origin, marital status, or veteran status. Bloodworks also benefits from the dedicated work of its active volunteers and their vital contributions support our Mission of saving lives in partnership with our community.

Workforce Rights

- **Diversity and Equal Employment and Volunteer Opportunity:** You have a right to a positive work and volunteer environment at Bloodworks, assuring both equal employment and equal volunteer opportunity and treatment of all employees and volunteers without discrimination.
- **Harassment and Workplace Violence:** You have the right to considerate and respectful behavior from the patients and donors you care for and interact with and to be free from harassment, abuse, and physical and verbal attack. The expectation for a safe and healthful workplace applies equally to supervisors, fellow workers, fellow volunteers, temporary personnel, consultants, independent contractors, and members of the public while at Bloodworks' facilities and blood collection sites.
- **Complaints:** You have the right to register a complaint about a patient or donor, and to pursue that complaint through the Bloodworks Office of Corporate Compliance. For employment-related matters, you have a right to register a complaint about a supervisor or fellow worker through the Bloodworks Office of Workforce Resources.¹ For volunteer-related matters, register a concern or complaint with the Bloodworks Office of Volunteer Services.
- **Health and Safety:** You have the right to a Bloodworks environment that minimizes hazards and the risk of injury and occupational illness to patients, donors, visitors, volunteers, and staff.
- **Tools and Resources:** You have the right to reasonable access to tools and resources needed to perform the duties of your position.

¹Please refer to the Bloodworks Code of Conduct for situations related to co-workers found on the Pulse.

For a copy of the Bloodworks Anti-Harassment Policy, please ask your supervisor or send a request to the Office of Workforce Resources, 921 Terry Avenue, Seattle, WA 98104.

Workforce Responsibilities

- **License, Certification, and Background Checks:** You are responsible for maintaining the current status of your credentials, including professional licenses, certifications, and complying with federal and state requirements applicable to your position. This responsibility also extends to submitting to a background check for employees and volunteers as determined by Workforce Resources and Volunteer Services.²
- **Excluded Providers:** You are responsible for submitting pre-employment, pre-contracting, and pre-credentialing. All employees are required to notify Workforce Resources and Corporate Compliance if they receive notice that they will be or have been excluded from participation in any federal or state program. Active volunteers are obligated to notify Volunteer Services if they have been convicted of a misdemeanor or felony.
- **Patient and Donor Information:** As a Bloodworks employee or volunteer, you must never use or disclose confidential information that violates the privacy rights of our patients and donors. Patient information is subject to federal HIPAA privacy and security requirements and state privacy and security laws. It is important to understand that no employee, affiliated physician, healthcare partner, or volunteer has a right to any patient information other than that necessary to perform his or her job while working or volunteering on behalf of Bloodworks.
- **Billing, Coding, and Claim Submission:** When billing and coding for payment to government programs (for example, Medicare and Medicaid), you are responsible for correct billing and coding and never to submit claims for payment that you know are false or fraudulent because Bloodworks is fully committed to government program integrity. No specific intent to defraud the government is required for a claim to qualify as a false claim, so when you are not clear about the correct coding of a service or product, seek guidance from Financial Services and do not submit the claim until it is verified for its accuracy.
- **Health and Safety:** You are responsible for upholding all workplace safety and health standards and regulations, such as WISHA, OSHA, EPA, and JCAHO, and practices intended to make the treatment and work environment healthy and safe. Employees and volunteers are also expected to immediately report safety concerns to Corporate Compliance.
- **Code of Conduct and Policies:** You are responsible for complying with Bloodworks Code of Conduct Standards, Policies, and Procedures and to report any potential violation of which you become aware promptly to your supervisor, Workforce Resources, Volunteer Services, or Corporate Compliance.

²Volunteers who are 14-17 years old must provide a signed Parent/Guardian Authorization to volunteer at Bloodworks.