

## **Cooperating with the Government**

***Policy.*** Any employee of the Company or its subsidiaries who is contacted in connection with a government investigation or other governmental inquiry relating to the Company must refer such inquiry immediately to the Company's Legal Department for handling before responding or otherwise engaging with the inquiring government agency or body.

This policy covers all inquiries, whether they be formal (e.g., subpoena, court orders, Civil or Criminal Investigative Demands) or informal (e.g., phone calls, letters, emails, visits). It is appropriate to inform the inquiring entity if necessary that Company policy requires that inquiries be referred to Legal prior to responding.

***Responding to inquiries.*** The Legal Department will advise impacted employees with respect to the scope, nature, contact and method of response. Employees must comply with instructions given by the Legal Department with respect to the inquiry and are expected to cooperate fully with all reasonable requests for information relating to the inquiry.

When responding to these requests, employees must:

- provide in compliance with instructed timelines accurate and complete information that includes all necessary material facts
- never lie or make false or misleading oral or written statements or attempt to persuade another employee, or any other person, to provide false or misleading information
- comply with all Legal Holds and Records Retention Schedule directives with respect to the inquiry and/or responsive documents
- never destroy or alter any Company document or record in anticipation of or following a request for the record or document by a government agency or court of appropriate jurisdiction
- abide by Company policy and all applicable laws, rules and regulations related to gifts and entertainment of government officials and employees.

***Compliance with the Laws.*** Employees must comply with the laws and regulations that govern the state and federal programs that the Company administers, e.g., Indian Health Services, Medicare and Medicaid, or state / local government benefit programs. When the Company acts as a government contractor or subcontractor, employees have a special obligation to ensure that they perform with the highest degree of integrity.

***Company Responses.*** The Company and its subsidiaries will cooperate with all reasonable and lawful requests from government agencies for information and documentation. All information that the Company provides in response to these requests will be true and accurate.

***Consequence of Violation.*** Any violation of this policy and procedure may result in appropriate corrective action, up to and including termination of employment.

**Procedure.** Follow these steps when contacted by anyone who identifies himself or herself as a government investigator or law enforcement officer

Step	Action
1	Contact the Legal Department if approached by anyone who identifies himself or herself as a government investigator or law enforcement officer.
2	Explain to the government investigator or law enforcement officer that Company policy requires notification of the Legal Department before any information can be provided.
3	Follow the instructions provided by the Legal Department in cooperating with the inquiry or investigation.

**Government Contracts.** When the government is a client of the Company, there are additional requirements that we must adhere to. There are numerous laws that apply to governmental agencies and who they do business with that “flow down” to the Company. Below is a brief general summary of what we must do and what we must not do under some of these legal and contractual provisions of our government contracts.

**Bidding on a Government Contract.** The following rules apply to **bidding on a government contract:**

We must:	We must not:
<ul style="list-style-type: none"> <li>• Submit pricing data that contains all the facts that a prudent buyer and seller would reasonably expect to affect the price</li> </ul>	<ul style="list-style-type: none"> <li>• Offer or give gifts to any procurement official or make offers or promises of future employment to government employees that are involved in the bid.</li> <li>• Obtain non-public bid or proposal information such as cost or price data, proprietary information about techniques or indirect costs, etc., or agency source information prior to the award of the contract.</li> </ul>

**Performance of a government contract.** The following rules apply to performance of a government contract:

<b>We must:</b>	<b>We must not:</b>
<ul style="list-style-type: none"> <li>• Obtain the necessary written approvals prior to information being used for any purpose other than as allowed under our government contracts and provide assurances that personal information about individuals collected and disclosed is limited to that which is legally authorized and necessary.</li> <li>• Protect the confidentiality and not disclose beneficiary records regarding any assistance that such beneficiary may have received from the government related to the treatment, diagnosis, or prognosis of substance abuse.</li> <li>• Honor appropriate requests from the public for government records that we create and maintain.</li> <li>• Provide required evaluations and reports regarding our internal accounting and administrative controls including compliance with the law, reasonable assurance and safeguards, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer or accept any form of kickback, i.e., money, fee, commission, credit, gift, gratuity, thing of value or compensation for the purpose of improperly obtaining or rewarding favorable treatment including obtaining unwarranted waivers of deadlines and acceptance of non-conforming goods in connection with a prime contract or subcontract.</li> <li>• With actual knowledge of falsity, reckless disregard for the truth or falsity, or deliberate ignorance of the truth or falsity, submit false or fraudulent claims for payment.</li> <li>• Make false statements or representations.</li> <li>• Hire or do business with individuals or entities that have been debarred or excluded from participation in federal health care programs.</li> </ul>

Some of the rules mentioned are derived from the following: *Truth in Negotiations Act, Federal Procurement Integrity Act, The Privacy Act of 1974, The Alcohol, Drug Abuse and Mental Health Administration Reorganization Act, Freedom of Information Act and Electronic Freedom of Information Act Amendments of 1996, Federal Managers Financial Integrity Act of 1982, Anti-Kickback Statute, False Claims Act, False Statements Accountability Act, Social Security Act and HIPAA & Balanced Budget Act of 1997.* Additional rules may apply. Check with Legal or Compliance for additional relevant rules and regulations.