

**Dialysis Regulatory and Ancillary Policies & Procedures**  
**Policy: 3-03-115**  
**DaVita HealthCare Partners Inc.**

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

**TITLE:     **VENDOR ATTENDANCE AT DAVITA EVENTS****

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**PURPOSE:** To establish guidelines for Vendor participation at DaVita-hosted events

**SCOPE:** This does apply to national, divisional and/or regional meetings.

**DEFINITION(S):**

**DaVita-hosted event:** DaVita National Meetings, Villagewide, Academy, Physician Leadership Meetings (PLM), and Annual Divisional Meetings.

**Vendor:** Persons or organizations that provide, or seek to provide, goods or services directly to DaVita patients, DaVita teammates, or DaVita or one of its affiliated entities.

**POLICY:**

1. DaVita may invite Vendors to attend DaVita-hosted events for educational or other legitimate business purposes.
2. DaVita may accept financial support to offset additional costs associated with Vendors' attendance at DaVita-hosted events, if the:
  - a. Financial support does not exceed the actual costs associated with the Vendors' attendance; and
  - b. Event organizer has obtained written approval from the Compliance Department (Team Quest).
3. DaVita may have Vendors provide educational presentations at DaVita-hosted events in accordance with DaVita's *Vendor Training for Teammates* policy (available on the eP&P site Dialysis Regulatory and Ancillary Policies & Procedures folders).
4. Vendors may not provide teammates or other DaVita-hosted event attendees giveaways, gifts or other items of value that exceed DaVita's *Gift* policy (available on the eP&P Dialysis Regulatory and Ancillary Policies & Procedures folders).

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**PROCEDURE:**

**A. Financial Support Proposal – Compliance Approval**

1. Four (4) or more weeks prior to inviting Vendors to attend DaVita-hosted event, Event organizer:
  - a. Completes a *Vendor Exhibitor Proposal Form* (available on the Team Quest webpage on the VillageWeb);
  - b. Prepares an invitation letter (sample letter available on the Team Quest webpage of the VillageWeb); and
  - c. Sends the completed *Vendor Exhibitor Proposal Form* and invitation letter to Team Quest (email [QUESTionline@davita.com](mailto:QUESTionline@davita.com)).
2. Upon receipt of a proposal, Team Quest will:
  - a. Review the request; and
  - b. Provide the Event organizer approval or additional guidance.
3. Event organizers whose proposals are approved must submit a Post-Meeting Report (available on the Team Quest webpage on the VillageWeb) to Team Quest email:
  - a. [QUESTionline@davita.com](mailto:QUESTionline@davita.com) no later than 30-days after the DaVita-hosted event.

*Teammates are expected to report possible violations of this policy and procedure. You may make your report to an appropriate DaVita manager or to the Corporate Compliance Hotline (888-458-5848 or [DaVitaComplianceHotline.com](mailto:DaVitaComplianceHotline.com)). DaVita has a Non-Retaliation policy and will not tolerate any form of retaliation against anyone who files a Compliance report in good faith. Reports can be made anonymously or you may request confidentiality. Questions regarding this policy should be directed to the QUESTionLine at 855-687-9645 or [QUESTionLine@davita.com](mailto:QUESTionLine@davita.com)*