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Published By:
DaVita People Services
601 Hawaii Street, El Segundo, CA 90245
(800) 310-4872

RECRUITMENT

I. POLICY

All recruitment, selection and hiring for job openings will be conducted in compliance with Federal and State regulations.

The Company has established an electronic Internal Job Posting and Applicant Tracking System (ATS) to afford supervisors the opportunity to fill open positions from the existing qualified teammate base. To be considered for a position, an applicant (whether internal or external) must apply on-line on the ATS and must meet all minimum qualifications for the position.

Because we believe, when appropriate, in promoting from within the organization and in assigning qualified teammates to positions of increased responsibilities within the Company, open positions must be posted internally for a minimum of 7 calendar days, unless the position falls within one of the exceptions listed below. This way, teammates are given the opportunity to demonstrate their qualifications and potentially further their careers.

Before a position may be posted internally or externally, the supervisor must contact the People Services Recruitment Team. The Recruitment Team has agreements with companies that provide external recruiting or traveling nurse services at competitive rates. In addition, only the Recruitment Team may place electronic recruitment advertisement. All print advertising must be placed with the Company's preferred advertising agency. The Recruitment Team will also help ensure that all open positions posted externally are listed with the local State Employment Service and/or America's Job Bank, in addition to any other public job posting.

All applicants must be a minimum of 18 years of age to be eligible to work for the Company. All per diem applicants must be a minimum of 16 years of age, unless prohibited by state law, and, if less than 18 years of age, must provide documentation of approval by appropriate state or local authorities.

With the exception of nursing applications, the Company does not accept unsolicited applications. Candidates must be advised to apply on-line at www.davita.com.

All job offers are contingent upon the applicant undergoing and passing confidential drug and background screening prior to beginning their employment with the Company. (See Drug Free Workplace and Background Checks Policies).

Internal Job Posting Exceptions:

The Company reserves the right to hire officers and directors, including vice presidents, without first posting the position internally. In addition, the Company reserves the right

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to place candidates into per diem positions without first posting the position. The Company may also demote a teammate into an open position or place a teammate protected under state or federal disability laws into an open position. The Company may also place a teammate in an open position as a result of progressive promotions in a continuum of professional assignments within the same function area or as a result of a reorganization or restructuring.

II. APPLICABILITY

This policy applies to all internal and external applicants. This policy does not apply to Company locations in New York.

III. EXAMPLES

A. Recruitment Advertising

As a hiring manager, you have an opening in your department that you would like posted on www.careerbuilder.com, www.monster.com and advertised in your local newspaper. What do you do?

- Send a job posting form to the People Services Recruitment Team indicating your desire to post on careerbuilder, monster and the name of your local newspaper.
- All positions posted externally will automatically be posted on www.careerbuilder.com. Your Recruitment Team will post manually on www.monster.com, linking the position back to the Company's ATS on www.davita.com. This will ensure that all applicants are routed through the Applicant Tracking System.
- Your Recruitment Team will put you in contact with the Company's preferred advertising agency to place your newspaper advertisement.

B. Unsolicited Resumes

An applicant presents at your clinic inquiring about any non-nursing openings you may have in your clinic. You do not currently have any openings posted in the Company's ATS. What should you do?

- Refer the applicant to www.davita.com and suggest they set-up a search agent that will email them when an opportunity matching their interests is posted. When a position is open, the candidate will be able to create a profile within the



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ATS and provide a complete work history. If the candidate brings a resume, do not accept the resume, unless the person is applying for a nurse position. They must apply on-line.

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TRANSFERS

I. POLICY

DaVita strives to offer its teammates opportunities for development and career advancement through transfers within DaVita and to provide supervisors with qualified internal applicants.

In order to transfer within DaVita, the applicant must have been in their current position for at least six months, have an acceptable performance/attendance record, and not be on a performance management plan during the previous six months. When it is determined to be in the best interest of the DaVita, a supervisor may request an exception to any of these requirements so long as the request is approved by the next level of management and the People Services Manager.

In considering whether to accept a transfer request, a supervisor or administrator may consider qualifications, demonstrated job performance, past attendance, behavior, teamwork, the current supervisor's recommendation, and available openings. Meeting the minimum requirements does not guarantee a transfer. Furthermore, DaVita reserves the right to deny a request or grant individual exceptions based on business needs.

The length of time that a transfer takes should be discussed and agreed upon by the current and future supervisors. When there is a disagreement regarding the actual transfer date, the next level of management should be consulted.

If you want to apply for a transfer, you must discuss it directly with your supervisor or department head, then apply on-line within the Company's ATS for an open opportunity.

Teammate Responsibilities:

To be considered for a transfer or promotion, you must submit an electronic internal application and complete job history via the Company's Internal Job Posting and Applicant Tracking System (ATS). If your current supervisor is not the hiring manager for the opening of interest, you must also notify your current supervisor that you have applied for a transfer or promotion.

Hiring Supervisor Responsibilities:

Interview or telephone screen qualified internal teammates. For the selected teammate, conduct a reference check with the teammate's current supervisor and coordinate a mutually agreeable transfer date prior to offering a position to the internal teammate. Transfer or promotion waiting periods should generally not exceed 30 days, but may take longer depending on the needs of the business.

II. APPLICABILITY

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This policy applies to all inter-company (all affiliate companies) and intra-company transfers. This policy also applies to transfers or promotions within the same department or clinic location.

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REFERENCES

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If you are contacted for a reference, you should refer that person to People Services. Responses to these inquiries will be limited to confirming dates of employment, position(s) held, and salary (where a release has been provided).

II. APPLICABILITY

This guideline applies to all current teammates and candidates for employment.

III. EXAMPLES

A. External Candidates for Employment

- All offers of employment must be made contingent on acceptable reference checks.

C. Internal And Intra-Company Candidates

- a. Hiring Supervisors should conduct a reference check on any internal or intra company candidate employed by DaVita or its affiliates with the teammate's current supervisor. This check should include standard work history and will serve as notice to the current supervisor that teammate is being considered for another position.

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