

Cattaraugus Rehabilitation Center, Inc.
NYSARC, Inc., Cattaraugus Niagara Counties Chapter
(Hereinafter, Intandem)

The following procedure supports Intandem's belief in the inherent value and dignity of all people, Intandem's commitment to the promotion, protection and respect for rights and freedoms and strives to enhance the lives of people through supports and services.

Procedure Name: Compliance Training & Education

Purpose:

Intandem is committed to ensuring the success of the compliance program. All Intandem staff shall participate in training regarding Intandem's Corporate Compliance Program. This training will occur upon hire and annually thereafter. The Human Resource will maintain documentation of the initial training conducted and the annual refreshers. In addition to the standard training, the Corporate Compliance Officer may utilize non-traditional methods such as newsletters, emails and articles to update employees on compliance related issues.

Detailed Procedure(s):

- Initial corporate compliance training will be assigned to new employees upon hire to be completed within the first three months of hire.
- Annual refresher trainings on compliance will be provided to all staff. This will be done with an online training system.
- The staff development department and supervisors will ensure that appropriate coaching, counseling and discipline occurs if/when employees fail to actively participate in this mandatory training.
- Management is responsible for distributing compliance information to contractors, volunteers and interns.

<u>Category:</u>	Corporate Compliance
<u>Authored/Revised by:</u>	T Crisafulli
<u>Origination/Revision Date(s):</u>	2015/08; 2018/12
<u>Reviewed By:</u>	CC Committee
<u>Target Audience:</u>	All Staff
<u>CC review date:</u>	2018/06