



# Policy & Procedure

## CORPORATE COMPLIANCE PROGRAM EDUCATION AND TRAINING

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**FUNCTION**

Administration

**NUMBER**

VI.J

**ISSUED**

December 2000

**REVISED**

### PURPOSE

- The development and implementation of regular, effective education and training seminars for employees is an integral part of the Compliance Program. Compliance education is divided into two general components. First, all employees must receive an introduction to the Compliance Program. Second, employees whose work is linked to identified risk areas should receive targeted compliance education pertaining to their function and responsibilities.

### POLICY

All employees, including new hires, will receive education related to the Society's overall Compliance Program. Employees in identified risk areas will receive more detailed education related to their function and responsibilities.

### PROCEDURE

1. Compliance Program orientation will be provided to all Society staff and will include information on the following aspects of the Compliance Program:
  - The Society's Code of Ethics and other related written guidance;
  - Communication channels to include the Compliance Solutions Hotline;
  - Organizational expectations for reporting problems and concerns; and
  - Employees will be provided with the opportunity to seek clarification or more information on any aspect of the compliance program.
2. Employees in identified risk areas will receive more detailed education related to their function and responsibilities from a variety of Society sponsored educational offerings which may include, but not be limited to: workshops presented by Society consultants, distance learning broadcasts, Society publications, one-to-one consultations from Society consultants, web-based training, cluster meetings presented by Society consultants, and center-level in-service training.