**Procedure Name: Compliance Related Training and Education**

**Purpose:**

All Agency staff shall participate in training regarding The Agency’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 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.