

	Strong Home Care Group, Inc.	Corporate Compliance
	POLICY: Communication and Education	Policy #103A
	SECTION: 100A	
	Created: 9/1/98	Reviewed: 12/9/04 Revised:
	Approved by: Quality & Compliance Committee Date: 12/14/06	Reg: COP:

Policy: The Organization will ensure that all employees and agents will receive communication and education regarding the Corporate Compliance Program .

Description:

The entire management team understands and appreciates all aspects of the Compliance Program including the risks of non-compliance.

All staff, contractors and agents will receive information regarding VNS' Compliance Program, their role and expectations.

Communication and training regarding the Compliance Program will be included in the orientation of all new employees, and included with all new contract agents. The Employee Handbook will include a section on the Compliance Program.

Each employee will acknowledge that they have received training and any written educational materials on compliance. The Human Resource Department will retain this documentation in the respective employee files.

The Compliance Hotline number will be posted on the employee bulletin boards to alert staff regarding how to report concerns of potential misconduct.

Annual review of the Compliance Program will be included in VNS' mandatory in-services for all employees.