

**Otsego County Chapter NYSARC, Inc.**

**III. POLICY TYPE: CORPORATE COMPLIANCE TRAINING AND EDUCATION**  
**POLICY TITLE: 1. New Employee/Agent Training**  
Adopted 4/18/02; Revised 10/17/07

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It is the policy of this Chapter that every employee and agent is familiar and knowledgeable about the Chapter's compliance plan and has a solid working knowledge of his or her responsibilities under the plan.

Accordingly:

1. Compliance policies and standards will be communicated to all members of the workforce, volunteers, and members of the Board of Directors through required participation in training programs.
2. When each new member of the workforce, volunteer, or member of the Board of Directors goes through their orientation to the Chapter, he/she will receive a summary of the Chapter compliance plan.
  - a. Each new member of the workforce, volunteer, or member of the Board of Directors will be required to sign an acknowledgment of receipt. This form will state that the person received information about corporate compliance.
  - b. Acknowledgement forms will be sent to the Compliance Officer who will keep them on file.
  - c. The Compliance Officer will periodically verify that all members of the workforce, volunteers, and members of the Board of Directors have signed acknowledgement forms.
3. When each new member of the workforce, volunteer, or member of the Board of Directors goes through the orientation for his/her position with the Chapter, he/she will receive training on the corporate compliance plan.
  - a. New employees must receive this training within the first six months of their employment.
  - b. Volunteers, contracted practitioners, or members of the Board of Directors must receive this training with their orientation to the Chapter.
  - c. The supervisors of employees and the person to whom the volunteer, contracted practitioner, or member of the Board of Directors reports are responsible for seeing that each person receives the training.