

Otsego County Chapter NYSARC, Inc.

IV. POLICY TYPE: COMPLIANCE COMMUNICATION
POLICY TITLE: 4. Other Forms of Communication
Adopted 5/16/02; Revised 6/20/16

It is the policy of this Chapter that every employee and agent may use whatever form of communication that he/she prefers to use to communicate with the Compliance Officer.

Accordingly:

1. Any employee or agent may report suspected violations or seek guidance on regulations, the Compliance Plan, Code of Ethics, or Standards of Conduct in writing through interoffice mail, U.S. mail, e-mail, or the compliance notification form on the intranet.
2. He/she may report suspected violations or seek guidance on regulations, the Compliance Plan, Code of Ethics, or Standards of Conduct by telephone, either through a direct conversation or through a voice mail message.
3. He/she may report suspected violations or seek guidance on regulations, the Compliance Plan, Code of Ethics, or Standards of Conduct in person, with or without making an appointment in advance.
4. In addition, he/she may communicate with the Compliance Officer through his/her supervisor.