



## Corporate Compliance Handbook Acknowledgment of Receipt

I acknowledge that I, \_\_\_\_\_  
(Print Name)

have received the Corporate Compliance Handbook for The Arc Otsego (Otsego County Chapter NYSARC, Inc.).

I understand that the content of this handbook applies to me, and I am fully aware that I must comply with the standards contained in it or face disciplinary measures up to and including termination and/or referral for civil action or criminal prosecution.

I understand that failure to detect or to report violations of this plan may result in disciplinary action up to and including termination and/or referral for civil action or criminal prosecution.

I understand that I may contact the Compliance Officer at (607) 433-8445 with any questions or concerns, and that my call will be confidential. If my name is known by the Compliance Officer, it will be not be divulged.

I understand that The Arc Otsego reserves the right to amend, modify, or update the Corporate Compliance Handbook as necessary.

I also understand that this acknowledgment does not in any way constitute an employment contract or an assurance of continued employment with The Arc Otsego.

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**Signature**

**Date**

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**Position/Title**

**Dept./Division**