

Corporate Compliance

Policy:

Morgan Support Services shall comply with all federal, state and local regulations regarding agency operations and the delivery of services. Procedures shall be designed to prompt early detection of any wrongdoing in order to prevent penalties resulting from federal, state or local audits, and/or fraudulent activity. The agency shall maintain a Compliance Program as a part of its overall quality management activities.

Procedure:

1. Responsibility for ensuring that all business practices comply with federal, state, and local regulations rests with the Executive Director/designee.
2. The Administrative Director shall be designated as the Corporate Compliance Officer and shall be responsible for the development, implementation, and monitoring of the agency's Compliance Program and reporting as outlined in the Program.
3. Included in the Compliance Program will be the agency's Code of Conduct, by which all employees, volunteers, and contractors will agree to abide.
4. The Executive Director shall serve as chairperson of the Compliance Committee, which will be assembled, meet, and carry out its duties as outlined in the Compliance Program.
5. Each member of the administration shall be responsible for carrying out his/her responsibilities as outlined in the Compliance Program.
6. Staff shall be educated regarding the role of the Corporate Compliance Officer, the Compliance Program, and their responsibilities as outlined in the Compliance Program. Acknowledgement of the training and agreement to adhere by its standards will be kept in each staff person's personnel file.
7. The Compliance Program will be reviewed at least annually and revised as needed.

Supporting Forms/Documentation

MSS Compliance Program