

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Code of Conduct Distribution & Training	<b>CATEGORY:</b> Compliance	
<b>EFFECTIVE DATE:</b> 3/21/13	<b>BOARD APPROVAL DATE:</b> 3/21/13	
<b>REVIEW DATE:</b> 6/10/22	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> Compliance Officer	<b>CEO APPROVAL DATE:</b> 7/12/22 Dr. Tim Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

It is the policy of NorthCare Network that all personnel receive a copy of NorthCare Network's Code of Conduct setting forth general ethical standards applicable to all personnel and NorthCare Network operations. It is the responsibility of each supervisor to ensure that the personnel within their supervision are aware of and are acting ethically and in compliance with applicable laws and the Code of Conduct. Accordingly, all personnel are required to familiarize themselves with the Code and Compliance Program and to return a signed acknowledgment statement within thirty (30) days of employment.

### **PURPOSE**

The purpose is to articulate NorthCare Network's expectations and procedures related to the Code of Conduct. Specifically, how it is distributed, and training required ensuring all Personnel understand the Code of Conduct.

### **DEFINITIONS**

1. **Personnel:** Refers to NorthCare Network board members, employees, volunteers, students, and interns.

### **REFERENCES**

- Balanced Budget Act, 438.608
- MDHHS/PIHP Contract

### **HISTORY**

REVISION DATE: 7/27/16, 5/16/17, 8/23/21

REVIEW DATE: 3/13/13, 11/5/14, 9/16/15, 7/27/16, 5/16/17, 3/13/18, 1/22/19, 12/3/19, 10/21/20, 8/23/21, 6/10/22

CEO APPROVAL DATE: 3/13/13, 11/5/14, 10/6/15, 8/2/16, 6/6/17, 3/27/17, 3/13/18, 1/22/19, 1/7/20, 11/3/20, 9/7/21, 7/12/22

BOARD APPROVAL DATE: 3/21/13

## **PROCEDURES**

NorthCare Network's Compliance Officer and/or HR Coordinator, will:

- A. Review and provide a copy of the Code of Conduct to all new personnel within 30 days of his/her employment/contract/involvement with NorthCare Network.
- B. Ensure a signed Code and Training acknowledgement form from all personnel pursuant to this policy is filed in the person's personnel file by Human Resource Coordinator.
- C. Provide updated training as necessary for all NorthCare Network personnel.