**Compliance Program Policy & Procedure Template**

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| **SUBJECT**:  Compliance with the Law | **EFFECTIVE DATE**: | **REVISION DATE**: |
| **APPROVAL**: | **DATE**: |  |

**PURPOSE:**  (“The Company”) is committed to complying with all federal, state and local laws and regulations that apply to its business.

Recognizing that the application of relevant laws and regulations can sometimes create uncertainty for employees, The Company is committed to providing employees with the support and training necessary to perform their jobs in an ethical and legal manner.

**POLICY:** All employees of The Company are responsible for ensuring that they comply with laws, regulations and contractual obligations that are applicable to its business. Employees must report any activity that they, in good faith, believe may be a violation of an applicable law or regulation or the Standards of Conduct.

Employees are required to participate in mandatory ethics and compliance training on an annual basis. The training covers the Standards of Conduct and the resources available to address questions and concerns about related laws, rules and regulations. Additional training is provided as needed.

Any violation of this policy and procedure may result in appropriate corrective action, up to and including termination of employment or contract.

**STANDARDS OF CONDUCT:**

* The Company is committed to the highest standard of business ethics and integrity, and strict observance of and compliance with federal and state laws and regulations governing its business operations.
* All members of the The Company’s leadership shall adhere to the highest legal and ethical standards to ensure that they comply with all State and Federal laws.
* The Company will develop and ensure that all employees have open access to the Company’s compliance policies, procedures, and Standard of Conduct.
* The Company will address and correct any issues of noncompliance and potential fraud, waste, and abuse identified and/or reported.
* Employees shall perform work by complying with all applicable Federal and State standards, and by reporting issues of noncompliance and potential fraud, waste, and abuse through appropriate mechanisms.