SELFHELP COMMUNITY SERVICES, INC.		Policy #: 1
CORPORATE COMPLIANCE POLICY AND PROCEDURE MANUAL		Page 1 of 1
Subject: Corporate Compliance Program	**Effective Date** January 2006	**Revision Date** 02/2008 10/2013 8/2023
Section: Corporate Compliance General		

POLICY:

Selfhelp Community Services, Inc. is committed to identifying and applying compliance standards to all aspects of business and operational practices through the attached Corporate Compliance Program and Code of Conduct & Ethical Behavior.

All personnel, including board members, employees, senior administrators, executive staff, managers, contractors, subcontractors, consultants, independent contractors and other agents of Selfhelp are responsible for adhering to the corporate compliance program.

PROCEDURE:

1. The *Corporate Compliance Program and the Code of Conduct & Ethical Behavior* and Charter will be reviewed no less than annually by the Corporate Compliance Committee and approved by the Board of Directors, which will be reflected in the Board meeting minutes.

2. All new personnel, including board members, employees, senior administrators, executive staff, managers, contractors, subcontractors, consultants, independent contractors and other agents of Selfhelp will be provided access to or receive a copy of the *Corporate Compliance Program and Code of Conduct & Ethical Behavior* at hire or within 30 days of the beginning of their relationship with any entity of Selfhelp Community Services, Inc.

3. An in-service of the *Corporate Compliance Program and Code of Conduct & Ethical Behavior* will be conducted no less than annually to all personnel, including board members, employees, senior administrators, executive staff,

managers, contractors, subcontractors, consultants, independent contractors and other agents of Selfhelp who are affected by Selfhelp's risk areas.

4. Board members, employees, senior administrators, executive staff, managers, contractors, subcontractors, consultants, independent contractors, and other agents of Selfhelp will receive access to updates as the Program is revised or modified.