

SELFHELP COMMUNITY SERVICES, INC.		Policy #: 7
CORPORATE COMPLIANCE POLICY AND PROCEDURE MANUAL		Page 1 of 2
Subject: Corporate Compliance Committee	Effective Date January 2006	Revision Date 03/2008, 12/2015, 8/2023
Section: Corporate Compliance Program Oversight		

POLICY:

Oversight of the Corporate Compliance Program of Selfhelp Community Services Inc. is managed through the Corporate Compliance Officer and the Corporate Compliance Committee.

PROCEDURE:

1. The role of the Compliance Committee is to advise the Compliance Officer and assist in the implementation of the compliance program. Functions of the committee include, but are not limited to:
 - A) Analyzing the federal, state and local requirements with which Selfhelp Community Services Inc must comply;
 - B) Identifying and analyzing specific risk areas;
 - C) Assessing existing policies and procedures for incorporation into the compliance program;
 - D) Working with Selfhelp programs to identify, develop and revise, as necessary, policies and procedures that promote compliance with regulatory, legal and ethical requirements;
 - E) Recommending and monitoring the development of internal systems and controls to carry out the organization's policies;
 - F) Determining the strategies and approaches to promote compliance with program requirements and detection of potential violations;
 - G) Developing a system to solicit, evaluate, and respond to complaints and problems;
 - H) Monitoring internal and external audits and investigations for the purpose of identifying deficiencies and implementing corrective action; and

- I) Assisting in the development of training and education of the compliance program.
- J) Advocating for the allocation of sufficient funding, resources and staff for the Compliance Officer to fully perform their responsibilities.
- K) The Compliance Officer chairs the Compliance Committee, and members include, but are not limited to the Chief Operating Officer, Chief Financial Officer, Compliance Officer, General Counsel and other Program Directors, including senior staff from the Human Resources department. Other organizational leadership and management staff is requested to participate in committee activities as needed.

2. The duties and responsibilities, membership, designation of a chair and frequency of meetings will be outlined in a Compliance Committee charter.

3. The Compliance Committee will meet no less frequently than quarterly and shall, no less frequently than annually, review and update the Compliance Committee charter.

4. The Compliance Committee will review no less than annually the *Corporate Compliance Program and the Code of Conduct & Ethical Behavior* in accordance with the *Auditing and Monitoring* policy.