Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:

02-ALL-ALL-0829 (AD)

02-02-11

Subject:

Corporate Compliance

Effective Date:

Last Revision:

12-12-19

Approvals/Date:

Person Responsible: Human Resources Coordinator

Superintendent, WCBDD

Department Director

Date

The following definitions will apply:

Board Member - Any individual appointed to the governing board of the Wood County Board of Developmental Disabilities. Employee - Any individual employed by the Wood County Board of Developmental Disabilities who has completed the established general orientation requirements.

Volunteer - Any individual volunteering his/her time to benefit the Wood County Board of Developmental Disabilities or its mission who has completed the established orientation requirements.

Contractor - Any individual or business who contracts for hire/services with the Wood County Board of Developmental Disabilities.

1. The Wood County Board of Developmental Disabilities shall ensure all board members, employees, volunteers and contractors are trained and knowledgeable regarding the agency corporate compliance plan. All trainees will sign the Compliance Plan Standards and Expectations forms (03-ALL-ALL-0629, 03-ALL-ALL-0630, 03-ALL-ALL-0631, 03-ALL-ALL-0895, 03-ALL-ALL-0869) acknowledging training and expectations. This training will occur during initial orientation and annually thereafter through the Health & Safety guiz. Initial Board Member Training will occur in January and prior to first Board meeting. Board members will receive annual training each calendar year. Volunteers and contractors will be kept updated on any changes in the Corporate Compliance Plan through the Superintendent or Manager providing direct oversight to him/her.

Forms:

03-ALL-ALL-0629

03-ALL-ALL-0630 03-ALL-ALL-0631 03-ALL-ALL-0866 03-ALL-ALL-0869 03-ALL-ALL-0895

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