

# WACOSA

## Acknowledgement & Acceptance: Code of Conduct & Compliance Policies

I acknowledge receipt of the WACOSA (or “Employer”) Code of Conduct & Compliance Program related policies on \_\_\_\_\_ (date). I understand that I am obligated to become familiar with these policies and I have an obligation to report concerns, actions, or problems that I discover during my work for WACOSA.

I understand these policies are made to be part of my Employer’s personnel policies and that employee disciplinary procedures will be utilized for behavior that runs counter to these policies or if I fail to promptly report the conduct of another person that runs counter to these policies. I also understand that these policies serve to update and replace any other policies previously distributed and related to the subject matter of employee conduct and compliance. I acknowledge that WACOSA may make changes at any time to these policies with or without prior notice to me. If I have questions about these policies or any related practices or procedures, I may ask my supervisor, the compliance, privacy, or security officer, or the Executive Director about the meaning, interpretation or the process of implementing these policies and related procedures.

I understand and accept that it is my duty as an employee, staff, contractor, volunteer or board member to conform my conduct with these policies and with all laws and regulations that govern WACOSA. Furthermore, I understand that it is my duty to timely inform the administration, management, the compliance, privacy or security officers or compliance counsel related to any concerns or suspicions that policies, laws or regulations are being broken or violated by WACOSA, its employees or by others associated with WACOSA by contract or otherwise.

\_\_\_\_\_  
(Printed Name of Employee, Contractor, Volunteer, Board Member)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Signature

This form is to be signed and submitted to Human Resources for Employees and this form will become part of my (Employee's) personnel file.

Forms signed by others will be maintained by the Compliance Officer.

