



CORPORATE COMPLIANCE POLICY

CC-02 ADMINISTRATIVE PLAN

- I. **Policy:** Children's Health System (CHS) Corporate Compliance Department shall implement departmental goals, philosophy, and administrative plan in collaboration with CHS Mission, Vision, and Strategic Goals and to achieve optimal compliance objectives as a department.
- II. **Purpose:** To support the Mission, Vision, and Values of Children's Health System.
- III. **Philosophy:** The value of the compliance department grows with our *integrity and commitment* to compliance and ethics at Children's Health System, our *generosity* in working with others, and our *responsibility* to communicate valid and reliable information.
- IV. **Standards:**
 - A. Compliance Staff consists of Compliance Officer/Director, Compliance Education Coordinator, and Compliance Auditors.
 - B. Compliance Staff is expected to embrace the department philosophy and reflect the philosophy during the conduct of daily activities.
 - C. Compliance Staff shall support the Corporate Compliance Department Goals:
 1. Providing a source of leading-edge regulatory knowledge and industry best practices;
 2. Bolstering financial stability through effective compliance auditing and monitoring, ethical practices, and education;
 3. Networking with UAB/HSF Compliance Officers to streamline compliance efforts where practicable;
 4. Participating in CHS campaigns and child advocacy activities each year;
 5. Building trust and interdependent relationships through integrity and accountability in all workplace interactions.
 - D. Corporate Compliance Department operating hours are 8 a.m. to 4:30 p.m. Monday through Friday.
 1. Extended hours are occasionally required based on audit deadlines or demands, special audit needs, special events, compliance investigations, or as requested by the Compliance Officer.