



<b>DEPARTMENT:</b> Compliance	<b>POLICY NUMBER:</b>
<b>DISTRIBUTION:</b> All Staff	<b>EFFECTIVE DATE:</b>
<b>SUBJECT:</b> Compliance Training and Education	<b>REVISION DATE:</b>

**POLICY DESCRIPTION:** Equinox will provide training on the Compliance Plan to affected individuals (all persons who are affected by the required provider's risk areas, including the required provider's employees, the chief executive and other senior administrators, managers, contractors, agents, subcontractors, independent contractors, and governing body and corporate officers) as part of onboarding and then on an annual basis at a minimum. The purpose of the training and education program is to ensure that affected individuals are fully capable of performing their work in compliance with rules, regulations, laws, and other standards.

**PROCEDURE:**

1. Training will be provided in new employee orientation, annual training updates, and as a result of changes in policies and procedures or of regulations and laws.
2. Training for the Board of Directors and Compliance Committee will be provided annually.
3. Training will:
  - a. Review the elements of the Compliance Program
  - b. Review Risk Areas and Organizational Experience
  - c. Provide information about applicable laws, regulations, policies and procedures
  - d. Delineate Lines of Communication for all Affected Individuals
  - e. Discuss the ethical and compliance standards set forth in the Professional Conduct and Ethical Standards policies.
  - f. Discuss the Disciplinary Standards and their relationship to Compliance
  - g. Outline the response to compliance issues
4. Training will be available in the form of in-person presentations, online educational documentation and other materials.