

THE CENTER FOR DISCOVERY

SUBJECT: Role of Compliance in Performance Evaluations	MANUAL: Corporate Compliance
	SECTION: Section 3

Purpose:

To promote compliance by including it as a component of employee performance evaluations.

Policy:

1. The promotion of and the adherence to the provisions of the Corporate Compliance program, and, the participation in required training shall be factors in evaluating the performance of all employees and staff.
2. Administrators will be held accountable for failure to provide their subordinates with adequate guidance and instruction on compliance-related matters.

Procedures:

1. The Director of People Operations will ensure that employee performance evaluation forms include a provision for evaluating personnel on adherence to the provisions of the Center for Discovery's Corporate Compliance program.
2. Administrators will consider adherence to the compliance program, including completion of required compliance education and training, in their periodic evaluations of employee performance.
3. Administrators may be disciplined for failing to detect non-compliance with applicable policies and legal requirements, where reasonable diligence on their part would have led to the discovery of any problems or violations and would have permitted earlier corrective action.

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