



## **INTERNAL PROCEDURES ON ETHICAL CONDUCT & REPORTING FRAUD**

### Implementation of New Policy

- Upon adoption, Executive Director will provide an overview of the Commission's Code of Ethical Conduct at a regular staff meeting
- Director of Operations will review changes to personnel policies related to Code of Ethical Conduct
- Invite and answer questions related to policies and procedures
- Employee signs acknowledgement form

### New Employee Orientation

- Upon hire of new employee, Director of Operations will review personnel policies (from Employee Handbook) related to Code of Ethical Conduct including whistleblower protection and reporting procedures
- Invite and answer questions related to policies and procedures
- Employee signs acknowledgement form

### Annual Review

- Every January (or more often as needed to incorporate any amendments to policies), at a regular staff meeting, Executive Director will provide an overview of the Commission's Code of Ethical Conduct
- Director of Operations will review personnel policies related to Code of Ethical Conduct including whistleblower protection and reporting procedures
- Invite and answer questions related to policies and procedures

### New Commissioner Orientation

- Review Commission's personnel policies related to Code of Ethical Conduct including whistleblower protection and reporting procedures
- Invite and answer questions related to policies and procedures