



Corporate Policy

Subject:	Annual Compliance Training		
Policy No.:	702	Created Date:	4/25/2016
Authorized By:	President/CEO	Review Date:	5/10/2019
Department:	People & Culture	Approval Date:	7/8/2019

PURPOSE: To ensure all active MTM employees receive annual training about important compliance issues.

POLICY: All active MTM employees must complete required compliance courses annually.

RESPONSIBILITY:

1. All active employees will receive access to the Learning Management system in which the compliance courses are housed.
2. All required compliance courses will be taken annually starting in Q1.
3. All New Hires will complete required compliance courses within New Hire Orientation.
4. All required compliance courses must be passed with a 90% or greater.
5. Compliance courses include the following topics:
 - a. Active Shooter
 - b. Global Diversity
 - c. MTM Compliance 101
 - i. Compliance 101
 - ii. Fraud, Waste, and Abuse (MTM Specific)
 - iii. Code of Conduct
 - iv. Code of Conduct Review
 - v. Compliance Hotline
 - d. HIPAA Compliance
 - e. Centers for Medicare & Medicaid Services – FWA & General Compliance Training
 - f. Sexual Harassment Prevention for Employees
 - g. Sexual Harassment Prevention for Managers (if applicable)
 - h. Global IT Security Basics

This policy is reviewed on an annual basis for appropriateness and effectiveness.

MTM Proprietary Document

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