



**COMMUNITY
HEALTH NETWORK**
of Connecticut

POLICY AND PROCEDURES

SUBJECT: Compliance Exit Interview

P&P #	DATE ISSUED	DATE REVIEWED	DATE REVISED
CMPL021	05/04/04		
REPLACES POLICY #	DATE RETIRED		

Date Director, Government Affairs & Compliance	Date President & Chief Executive Officer
--	--

POLICY:

Community Health Network Of Connecticut (CHNCT) will offer all terminating employees the opportunity for a compliance exit interview to determine whether the employee is aware of any potential compliance issues.

PROCEDURE:

- I.** The Human Resources (HR) department is responsible for notifying the Director of Government Affairs and Compliance (herein referred to as “Compliance Officer”) when an employee is terminating employment.
- II.** The Compliance Officer or Compliance staff member will contact the employee and offer the opportunity to have a compliance exit interview, where they can discuss any compliance-related issues the employee may have witnessed.
- III.** If the employee schedules an exit interview, the Compliance Officer will ask the employee if he or she has witnessed any conduct that may violate the law, Department of Social Services (DSS) or other contractual obligations or company policies and procedures.
- IV.** The Compliance Officer will document any known or suspected misconduct identified by the employee.
- V.** If the employee identifies an issue that is related to HR, the Compliance Officer will encourage the employee to pursue an exit interview with HR. The Compliance Officer will inform the Vice President of HR about the issue discussed.
- VI.** All alleged misconduct identified during this meeting will be investigated. HR will be responsible for investigating any HR issues identified. If the report is substantiated, corrective actions will be implemented.