

Employee Attestation Statement
POLICY AC.ETH.01.21

Date: June 18, 2001

Title: Employee Attestation Statement

Responsible to: President/CEO

PURPOSE:

To ensure any and all possible violations of the Code of Ethical Conduct, policies and/or regulatory rules and regulations have been reported prior to an employee's termination.

POLICY:

Shepherd Center is committed to the ability of all employees to report any suspicion of potential fraud or abuse. To this end each employee will be asked to voluntarily sign an attestation statement verifying that they have reported any and all possible violations of the Code of Ethical Conduct, policies and/or regulatory rules and regulations.

PROCEDURE:

1. Upon termination of employment, employee's supervisor is required to print a copy of the Employee Attestation Statement.*

****When you generate a Personnel Action Form (PAF) and click on "Terminate" a "pop-up" screen will ask you to print Attestation Statement.***
2. It is the responsibility of the supervisor to have the terminating employee read and sign the attestation statement.
3. If the employee has information to report, the supervisor should contact the Chief Compliance Officer or Administration immediately about the reported information.
4. If the employee has no information to report, they may voluntarily sign and date the attestation statement. The supervisor should witness and date the statement.
5. Should the employee refuse to sign the statement, the supervisor should witness and date with the statement that "employee refused to sign" written at the bottom of the page.
6. Once completed, the attestation form should be returned to Human Resources.