

Staying On Target

THIS FORM IS NOT TO BE USED TO REPORT ABUSE OF A PERSON

AUTISM SERVICES, INC. CORPORATE COMPLIANCE PROGRAM
CHIEF QUALITY OFFICER: DONNA MARTINY 40 HAZELWOOD DR, AMHERST NY, 14228

It is Autism Services, Inc.'s goal to provide quality services while meeting high standards for ethical business practices and compliance with laws and regulations. As an ASI employee, you can help ensure that we are "Staying on Target" with our goal. We all have a role in meeting ethical standards and complying with laws and regulations.

Please use this form, call the hotline at 631-5777 ext. 644, or email the Quality Officer, to report issues of concerns about suspected fraud, unethical business practices or regulatory compliance concerns by any colleague, vendor or independent contractor. Some examples of concerns employees are expected to report include:

- **Misleading documentation** · **Documenting or claiming services that were not provided** · **Theft** · **Misuse of funds, debit or credit cards, time and attendance**
- **Conflicts of Interest** · **Inappropriate or unauthorized release of confidential information, verbal, written or electronic** · **Any kind of false billing claims** · **Retaliation**

It is difficult to list every possible area of non-compliance, so employees are encouraged to discuss any questionable issue or observation with their supervisor or complete this form and the Corporate Compliance Officer will review the situation.

Description of concern: _____

Site/Location: _____

****All correspondence is strictly **confidential** and **anonymous** if desired.****

Optional: Keep in mind if you do not give us this information you will not be notified of the results of the review.

Thank you.

(Please print)

Name: _____

Phone: _____

Yes, you may contact me for more information _____

I prefer to remain **anonymous** _____

Thank you for

Staying n Target

By reporting your **ethical or compliance concerns**, you are helping to ensure that ASI is "STAYING ON TARGET" and continuing to provide excellent service.

Donna Martiny, Chief Quality Officer
Autism Services, Inc., 40 Hazelwood Drive
Amherst, NY 14228
631-5777 x 644 / complianceofficer@autism-services-inc.org
Please note, we cannot guarantee the anonymity of emails.

To **learn more** about ASI's "**STAYING ON TARGET**" program:

- Speak with your supervisor
- Consult your Employee Handbook

or

- Contact the Corporate Compliance Officer

AUTISM SERVICES, INC.



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AUTISM SERVICES, INC.'S COMMITMENT TO
ETHICAL STANDARDS AND CORPORATE COMPLIANCE