



Corporate Compliance Officer Handbook

Policy #1-3-5 Exhibit A

Approved: 04/24

2024

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Corporate Compliance Officer: Duties and Responsibilities

The Corporate Compliance Officer (CCO) is responsible for implementing and managing the JFS Corporate Compliance Plan, is appointed by the JFS Chief Executive Officer and performs the following activities:

1. Assist in the review, revision, and formulation of appropriate policies and procedures that will meet the objectives of the Corporate Compliance Plan to guide JFS employees in compliance activities
2. Develop the mechanisms to administer those policies and procedures and to evaluate their effectiveness
3. Identify potential compliance vulnerability; conduct corporate compliance risk assessments
4. Monitor policies and procedures in areas of high risk of unlawful activities, including but not necessarily limited to: financial assistance to clients, purchasing and contracting, insurance coverage, HR procedures/hiring/firing
5. Ensure that staff are trained in the compliance program, the role of the CCO, specific policies and procedures, and the legal requirements relevant to their work
6. Develop a reporting structure to handle employee reports regarding known or suspected violations (see JFS policy #1-3-5 *Corporate Compliance Plan*)
7. Ensure all employee's reports regarding detected or alleged violations are investigated, including tracking and resolution of each complaint
8. Ensure that reporters of suspected or actual violations do not experience retaliation in the JFS environment
9. Measure activities related to the Corporate Compliance Plan and report both activity and effectiveness data to the JFS CEO and/or the JFS Board of Directors
10. Respond, in conjunction with legal counsel, to external agency requests regarding compliance issues
11. Review departmental and administrative implementation plans regarding JFS compliance policies
12. Determine needs and actions for internal auditing activities
13. Provide other assistance as directed by the JFS CEO or the JFS Board of Directors

The authority of the CCO shall extend to all policies relating to compliance issues. The CCO shall work closely with administration and staff committees to foster and enhance compliance with all applicable issues.
