



## STATEMENT OF BUSINESS ETHICS

### ))) INTEGRITY

**Mountain Land Rehabilitation** honors integrity as a fundamental value. We demonstrate this with the highest level of professional conduct. Each person associated with **Mountain Land Rehabilitation** must perform their duties in accordance with these values

### ))) COMPLIANCE

**Mountain Land Rehabilitation** follows all federal, state, and local laws and regulations. All associated with **Mountain Land Rehabilitation** are charged with the responsibility to learn and know the legal standards which relate to their duties and follow them accordingly.

### ))) ACCURACY

**Mountain Land Rehabilitation** is committed to maintaining accurate books and records. We submit claims that reflect services provided by and which **Mountain Land Rehabilitation** may be lawfully compensated. Errors will be assessed and corrected appropriately.

## CORPORATE COMPLIANCE REPORTING

))) **CALL**  
*Corporate Compliance Hotline*  
*(801) 942-3311 x203 or*  
*(800) 574-4792 x203*

))) **WRITE**  
*Mountain Land Rehabilitation*  
*Corporate Compliance Director*  
*PO Box 711185*  
*Salt Lake City, UT 84171*

))) **EMAIL**  
*compliance@mlrehab.com*



## STATEMENT OF BUSINESS ETHICS & CORPORATE COMPLIANCE PROGRAM

ETHICS Honor  
Values ACCURACY  
Conduct Honesty  
INTEGRITY Conscience  
Standards Unity Principles  
COMPLIANCE

### TO ALL EMPLOYEES,

As stewards of our company's resources, **Mountain Land Rehabilitation** believes in taking the high road in business dealings. Public attention is increasingly focused on how health care systems operate and we wish to make every effort to protect our reputation as a trustworthy organization. Our Statement of Business Ethics defines our principles, standards of conduct, and commitment to to comply with all laws and regulations which govern the activities of **Mountain Land Rehabilitation.**



## WHAT EVERY EMPLOYEE SHOULD KNOW

The complexity of laws and regulations affecting businesses has lead **Mountain Land** to develop a Corporate Compliance Program. This program ensures everyone within the organization is aware of our compliance goals, the laws that affect them, and is using the resources necessary for compliance. The Corporate Compliance Program is designed to make understanding and complying with regulations easier. We recognize the increased effort that compliance with the law requires. Thank you for your diligence in making our reputation strong.

## IMPLEMENTATION

**Mountain Land Rehabilitation's** Corporate Compliance Committee is responsible for establishing written standards to promote compliance with all laws and regulations. This committee oversees communication and implementation of these standards, and monitors the results of these activities.

## CORPORATE COMPLIANCE OFFICER

Even with the best intentions, employees can find it difficult to maintain compliance with every law, policy and regulation that effects their environment. That is why we have designated a Corporate Compliance Officer who can assist you in researching the regulations and laws affecting your specific work area. This officer can also assist with handling concerns should you discover areas that are not in compliance. Our Corporate Compliance Officer can be reached by calling (801) 942-3311 ext. 137.

## EDUCATION

**Mountain Land Rehabilitation** will distribute information and ensure that employees understand individual and company standards. Information concerning the laws, regulations, and policies affecting daily work is available within your department. Work with your manager or supervisor to learn more about your departmental resources. If you need additional help determining what regulations affect you, or understanding compliance with them, call the Corporate Compliance Office. If you are a manager or supervisor, the Corporate Compliance Committee can assist you in training your employees on these issues.

## REPORTING CONCERNS

**Mountain Land Rehabilitation** is committed to listening to employees, especially when areas within our organization may be in violation of a law or regulation. We maintain procedures to audit compliance with all laws and regulations, and the effectiveness of our education efforts.

**Mountain Land Rehabilitation** is proud to employ an open communication policy. Prompt recognition of any question, concern, or problem is very important. Everyone associated with **Mountain**

resources department. Rehabilitation will take reasonable precautions to maintain the confidentiality of anyone who raises concerns, even if it is discovered that no violation occurred. We promise to take each report seriously. **Mountain Land Rehabilitation** will investigate all reported violations of the Corporate Compliance Program promptly and discreetly, and will cooperate with investigations by authorized governmental entities.

## ENFORCEMENT

Violations of the Corporate Compliance Program or any applicable laws and regulations will be addressed immediately. Individual violators may be subject to discipline including termination, and individual criminal or civil liability. **Mountain Land Rehabilitation** will take responsible steps to prevent any inappropriate activity from occurring again. **Mountain Land Rehabilitation** will not give significant discretionary authority to any individual whom it has reason to believe may engage in illegal activities. Accordingly, **Mountain Land Rehabilitation** will conduct appropriate screenings and background verification for new employees and annual background checks for all employees. 🌱

## WHEN A CONCERN IS NOTED

- 1 📌 *Employee notes problem*
- 2 📌 *Employee reports problem*
- 3 📌 *The problem is logged and documented*
- 4 📌 *Facts are gathered*
- 5 📌 *Guidelines are analyzed*
- 6 📌 *Determination is made: Are we in compliance?*
- 7 📌 *If not, recommendations are made to improve*
- 8 📌 *Follow-up ensures changes have been successfully implemented*