

Career Opportunity Development, Inc. (CODI) Corporate Compliance Reporting

One of the foundations of an internal corporate compliance system within an organization is the establishment of a mechanism for employees to report suspected incidences of waste, abuse, fraud, or wrongdoing within the workplace. It is especially important that such a reporting system is anonymous, so a culture of non-retribution is supported within the work environment.

CODI has partnered with a corporate compliance reporting system which enables CODI to access a web-based reporting tool through a password provided to the organization. Once logged into the system, employees will not be identifiable. When the "SUBMIT" button is clicked, the report is routed to the organization's designated corporate compliance officer for investigation into the allegation.

To Report a Corporate Compliance Issue:

1. Log onto: <https://www.accreditationnow.com/> 

2. Click on the 'Log In' button in the upper right.



3. Enter your Username and Password in the LOGIN dialog box



Username = Your CODI email address

Password = codiXXXX

Note: XXXX = last four digits of you social security number.

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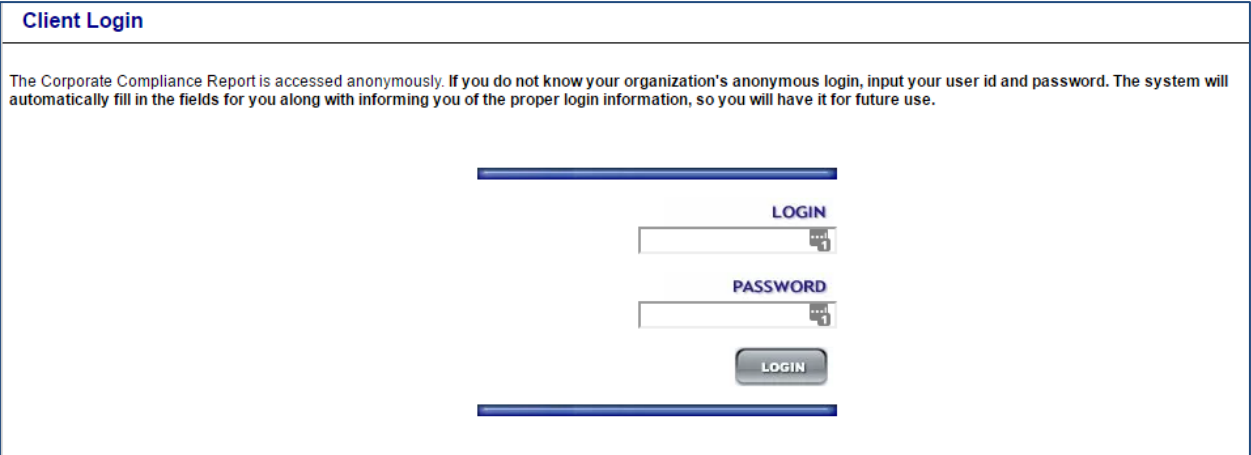
4. From the center of the home screen, click on the option for Corporate Compliance Report.



The image shows a screenshot of a web application menu titled "Reporting/Data Entry". On the left is an icon of a clipboard with a red line graph. To the right of the icon is the title "Reporting/Data Entry". Below the title is a bulleted list of five options, each with a blue hyperlink and a brief description in parentheses.

- [Critical Incident Report](#)
(Fill out a Critical Incident Report)
- [Edit Critical Incident Report](#)
(Edit a Critical Incident Report you have previously entered.)
- [Corporate Compliance Report](#)
(This will allow you to enter a Corporate Compliance Report.)
- [Employee Survey](#)
(This will allow you to complete an anonymous employee survey.)
- [Corporate Compliance Report Status](#)
(This will allow you to review the status of a Corporate Compliance Report you have submitted.)

5. A new Login dialog box will appear –



The image shows a screenshot of a "Client Login" dialog box. At the top left is the title "Client Login". Below the title is a paragraph of text: "The Corporate Compliance Report is accessed anonymously. If you do not know your organization's anonymous login, input your user id and password. The system will automatically fill in the fields for you along with informing you of the proper login information, so you will have it for future use." Below the text are two input fields. The first field is labeled "LOGIN" and the second is labeled "PASSWORD". Both fields have a small icon on the right side. Below the input fields is a button labeled "LOGIN".

Corporate Compliance Reports are filled out anonymously.
You will need to enter the following to access the survey.

LOGIN: 10060452
PASSWORD: codi6871

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The system will **not** allow you to enter your own User Name and Password.
If you attempt to login to the survey, you will get the following message.

The Corporate Compliance Report is accessed anonymously. If you do not know your organization's anonymous login, input your user id and password. The system will automatically fill in the fields for you along with informing you of the proper login information, so you will have it for future use.

Client Id Does not Exist!
Please Check your Id and try again.

LOGIN

PASSWORD

LOGIN

It will automatically fill in the Anonymous Login and Password fields.

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6. The Corporate Compliance Reporting Screen will appear:

Corporate Compliance Reporting Form
Describe the incident or situation you believe violates the Career Opportunity Development, Inc code of conduct and/or legal and ethical guidelines below.
1. What specifically occurred?
<input type="text"/>
2. When did the event or behavior occur?
<input type="text"/>
3. Who is/was involved?
<input type="text"/>

The following questions will be asked:

- 1. What specifically occurred?**
- 2. When did the event or behavior occur?**
- 3. Who is/was involved?**
- 4. Were there any other witnesses to the event?**
- 5. Where did the alleged violation take place?**
- 6. What specific area of the code of conduct do you believe was violated?**

There will be a box for you to answer each question.

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7. At the bottom of the screen it will read:

“THANK YOU” for making this effort to assist our organization in the enhancement of our legal and ethical guidelines and code of conduct.

This process is completely anonymous.

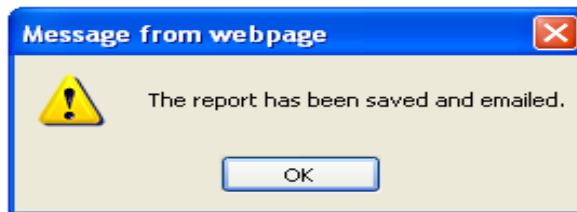
After you complete the description of the alleged incident, click on the SUBMIT button and it will be sent directly to the Career Opportunity Development, Inc.’s Corporate Compliance Officer.

You may enter a password into the two password boxes to enable you to check back in and see the status of this report.

Password:
Verify Password:

At the bottom of the screen, there is a space to put additional comments. When you have finished press the **SUBMIT** button.

8. After you have submitted your report, the screen will let you know that the report has been saved and emailed to CODI’s Compliance Officer. It automatically logs out the anonymous user. If you need to complete any other task, you will need to log back in using your personal login and password.



9. If you entered a password, the following message will be displayed:



The message reminds you that you will need your company number: 10060452, and the Corporate Compliance Report Number assigned to the item you just reported and company password, which is codi6871 to log back in anonymously.

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10. To check the status of previously submitted issue. You will need the password you assigned to the compliance issue.

First log back into Accreditation Now following the instruction in step 3:



Reporting/Data Entry

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From the main screen, click on the fifth item in the Reporting/Data Entry area: Corporate Compliance Report Status. The following box will appear.

SUBSCRIBER LOGIN

COMPANY NUMBER
REPORT NUMBER
PASSWORD

Enter the company code: 10060452
The report number you were given and the password you created.

CORPORATE COMPLIANCE INVESTIGATION REPORT

Date of alleged incident: 2/15/2012
Report Number: 4
Client ID: 10060452
Report Filed: 2/15/2012 5:44:00 PM
Summary of allegation: test

Employees interviewed during investigation: *** No Employees Interviewed ***

Were clients, family members, or visitors interviewed? N

Did the situation involve a behavior or action that mandated immediate reporting to a legal or regulatory organization? N

Summary of the investigation: Allegation Undetermined
Explanation: Received report - working on investigation

Report reviewed and response completed by: Bob Schober

The investigation report is shown.