



Dear Employee,

Abbott House, LLC is committed to providing quality care to all of our residents. Within this commitment, we strive to ensure that the highest ethical standards are evident in our delivery of behavioral healthcare. It is up to each of us to understand Abbott House, LLC's ethical standards by reviewing our Code of Conduct and Ethics Policy and Procedure and complying with our Corporate Compliance Program. The purpose is to provide guidelines that will help achieve our mission in an efficient, effective and ethical manner. We expect all employees to perform their designated functions in a manner that reflects the highest standards of ethical behavior.

Abbott House, LLC has appointed a Corporate Compliance Officer (Ivy Fishman, Executive Director) to ensure that the program is fully operational and meets the intended goals of organizational accountability and integrity. If you have any questions or encounter any situation that you believe violates the provisions of our Code of Conduct and Ethics Policy and Procedure or the Corporate Compliance Program, please consult with your supervisor or Ivy Fishman. If you choose to remain anonymous, all written reports (Grievances) will be accepted in a drop box located adjacent to the time clocks located on the first floor and in the basement. ABH Management assures you that there will be no retribution for asking questions or raising concerns about the program, or for reporting possible improper conduct.

We trust you as a valued member of our behavioral healthcare team and ask you to assist our organization in supporting the Corporate Compliance Program as well as understand the values and principles in our Code of Conduct and Ethics Policy and Procedure that are critical to achieving our mission.

Sincerely,

Ivy Fishman, Executive Director

I, _____ acknowledge and understand the statement above regarding Abbott House, LLC's Code of Conduct and Ethics Policy and Procedure and Corporate Compliance Program. If I have any questions, I will consult my supervisor or Ivy Fishman.

Signature

Date

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