

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-022

SUBJECT: Legal Requirements

EFFECTIVE DATE: January 1995

Policy:

It is the policy of Cottonwood, Inc. to conform to applicable local, state and federal statutes and the regulations and policies promulgated thereunder. As a 501(c) (3) not-for-profit organization, Cottonwood, Inc. adheres to the Kansas Corporation Code, applicable provisions of the tax code, and its own corporate regulatory articles and by-laws. Cottonwood, Inc.'s Policies and Procedures are reviewed and updated annually (or more frequently as needed) to provide for compliance.

Procedures:

1. Cottonwood, Inc. reviews and updates policies and procedures annually. Cottonwood, Inc. management staff remain current in regulatory and legal requirements through a variety of means including provider organizations, trade publications, training, consultant and attorney review and licensing, accreditation, and audit reviews.
2. Policies needing significant substantive changes of a legal or regulatory nature will be reviewed by either a consultant, attorney, member of the Board of Trustees, or other knowledgeable person to assure that it meets the intent of the law and protects the organization's liability.
3. **Before responding to any legal inquiry including subpoenas, search warrants, or a request for documents, staff must seek management involvement who would then seek legal counsel. An exception to seeking advance management advice may be made for a search warrant presented during non-office hours off-site.**
4. Any staff who have been asked to testify against Cottonwood, Inc. or any other staff in any proceeding of any kind, have an affirmative obligation to notify the Human Resources Director or another member of the Management Team as far in advance as possible. This procedure should be followed even if staff have received a summons or been served with a subpoena.