



Corporate Compliance

It is Aspire's commitment to conduct activities in compliance with the rules, regulations and laws governing operation of programs. Beyond meeting legal duties, it is Aspire's intent to foster and assure ethical conduct.

The **Code of Ethical Conduct** states:

Aspire adheres to the highest code of ethical conduct in all facets of business and service provision. This includes:

1. treatment of the persons served, their families and community members
2. actual practice
3. staff
4. governance authority
5. business and financial practices
6. marketing

Aspire welcomes all stakeholders to **make reports** of any violation of the law, or our code of ethical conduct. This includes:

- Employees • Persons Served • Families • Funders • Anyone •

Aspire guarantees **whistleblower protection** for employees, families and persons served. No one will be discharged, demoted, suspended, threatened, or discriminated against because of any lawful act done by employees, families or persons served to provide information, cause information to be provided, or otherwise assist in an investigation regarding any conduct which the employee, family, or person served reasonably believes constitutes a violation of the ethical code of conduct.

To **make a report**:

- You can go to the Aspire Web site and click on the Corporate Compliance Link.
- You can send an e-mail to cch@aspireofillinois.org.
- You can call the Aspire Corporate Compliance Voice Mail by dialing: 708-547-3563 x3703
- You can send a written report to:
Corporate Compliance Office
Aspire of Illinois
9901 Derby Lane
Westchester, IL 60154-3709

Contents of the report — please give us as much information as you can, such as:

- What illegal action you suspect
- What unethical conduct you suspect
- If there is any evidence of which you are aware
- The names of other persons who may have knowledge or evidence
- Sufficient detail so that the allegation can be investigated

Aspire guarantees that a person will be protected if a report is made. It is preferred that the person making the report provide their name and contact information so the reporter can be interviewed for further information. In that case confidentiality will be provided to the extent reasonably possible. If a report is made anonymously it will be investigated if sufficient detail is provided so the allegation can be investigated.