

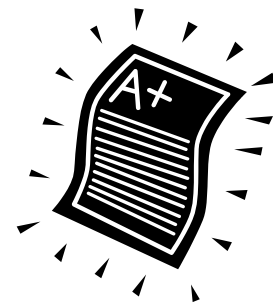
HOW TO REPORT Non-Compliance

O'Brien House provides quality programs and services. We strive to offer (1) a recovery environment conducive to ensuring a clean, sober and drug free atmosphere and (2) a staff dedicated to operating this organization with high standards of excellence.

If anyone witness and/or aware of conduct in violation of any rules, regulations and the mission of O'Brien House, you are welcome to report it to your supervisor and/or the Compliance Officer of O'Brien House.

Contact Information - You can email: thamilton@obrienhouse.org or call (225) 344-6345 ext. 312. The Compliance Officer is Todd Hamilton, Executive Director of O'Brien House. In his absence, the alternate Compliance Officer is Rosalind Sibley, Assistant Executive Director (225) 344-6435, ext. 319; email at rsibley@obrienhouse.org.

O'Brien House Corporate Compliance



O'Brien House has established methods to report concerns or observations of misconduct and procedures to investigate allegations: (1) The Client Concerns Form is designed to document any grievance, complaint or concern by clients and staff. Client Concern Forms are available at all Direct Care Stations, and may be submitted confidentially in the locked mailbox in the Reilly Center Laurel Street Lobby (near the Kitchen entrance); (2) Concerns may be expressed during monthly staff meetings which are mandatory for all employees; (3) Concerns may be expressed during weekly Community meetings for clients; and (4) Critical and Non-Critical Incident/Accident Reporting Forms are provided for staff to record allegations and observations. At any time, employees may discuss concerns with their supervisor or directly with the Compliance Officer.

O'Brien House adheres to Whistleblower, Confidentiality, and Privacy Policies and Procedures to protect employees, clients and visitors. It is always your right to report suspected misconduct. The management of O'Brien House will respond to your questions and concerns in a timely manner.