LEVERAGING THE EXPERTISE OF COMPLIANCE PARTNERS TO CREATE AND MANAGE CHANGE IN YOUR ORGANIZATION

SPEAKERS

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SPEAKER INTRODUCTIONS

Deena King  
Deena is the author of Compliance In One Page and has over 30 years of experience in a variety of organizations, including local, state, and federal government, higher education, non-profit, utility, and for-profit. Her work with the federal government literally took her all over the world including Stockholm, Buenos Aires, and Hong Kong. Deena has also served on professional and non-profit boards. She has worked for a U.S. regulator and while there was a key player in the design of the Internal Compliance Program Assessment now used by hundreds of entities in the western U.S. Deena is currently the Director of Compliance at Texas Women’s University, the nation’s largest public university primarily for women.

Mary Shirley  
Mary Shirley is a New Zealand-qualified lawyer with extensive experience in implementing, evaluating, and monitoring compliance programs for multinational corporations. Currently senior director of ethics and compliance for Federico Medical Care in Boston, Shirley has previously worked in compliance consultancy in Hong Kong, as in-house compliance for Tata Communications in Singapore, and head of compliance for Aggreko in Dubai.

She also has experience working for regulators in investigations roles in the areas of anti-trust and data protection.
TODAY'S AGENDA

- Part 1
  - Leveraging the Expertise of Compliance Subject-matter Experts
- Part 2
  - Cultures of Integrity
- Part 3
  - Leading without Authority in Compliance

LEVERAGING THE EXPERTISE OF COMPLIANCE SUBJECT-MATTER EXPERTS

Deena King

TOPICS

- The many layers of compliance
  - Applying best practice frameworks
- Infusing the “seven elements” into all these layers
- Applying best-selling management principles
WHAT WOULD HAPPEN IF...

San Quentin was missing one or more sections of the outer fence?

WHAT WOULD HAPPEN IF...

Every player on a football defense was on the field except the middle linebacker?

WHAT WOULD HAPPEN IF...

The night manager at Tiffany & Co. left the front door unlocked all night?
WHAT WOULD HAPPEN IF...

Would all be lost?

Why or why not?

THE VALUE OF LAYERS

Locking the Building

Securing the Fence

Locking the Vault

LAYERS IN COMPLIANCE...

Just like these layers, in compliance, everyone plays an important role!!
**The Eight Components at TWU**

1. Identify Requirements/Assess Risk
2. Establish/Modify Compliance Organization
4. Communicate Standards, Policies, and Procedures
5. Implement, Promote, and Enforce
6. Monitor, Audit, and Report
7. Continuous Improvement
8. Leadership/Corporate Culture

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**TWU Compliance Process**

- Identify Requirements/Assess Risk
- Establish/Modify Compliance Organization
- Document Standards, Policies, and Procedures
- Communicate Standards, Policies, and Procedures
- Implement, Promote, and Enforce
- Monitor, Audit, and Report
- Leadership & Campus Culture
- Continuously Improve

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First Line ("front lines"): Managers/Directors & Their Staff

Second Line - Specialty Offices:
- Environmental Health and Safety
- Compliance
- Risk Management
- Security, etc.

Third Line:
- Internal Auditors

Subject-matter Experts
- Board Committee Members
- Compliance Officers
- Compliance Directors
- Compliance Managers or Staff
- Compliance Auditors
- Compliance Partners

Each of you represents a key layer of compliance in your organization!
Leverage EXISTING management and operational resources who have subject-specific compliance expertise.

First who...then what.
- Jim Collins
  Good to Great, p. 41

Let them become more of who they already are...do everything you can to cultivate [existing] talents.
- Marcus Buckingham & Curt Coffman
  First, Break All the Rules, p. 141

- Higher Education Compliance Alliance
  http://higheredcompliance.org

- Matrix
  • 265 Statutory Summaries
  • 36 Topics (Areas)

- Employer
  • 139 Statutory Summaries
  • 23 Topics (Areas)
**WHERE ARE THE COMPLIANCE SUBJECT-MATTER EXPERTS?**

- Accounting, Finance, Tax
- Contracts & Procurement
- Environmental Health & Occupational Safety
- Export Controls
- Health Care & Insurance
- Human Resources: Discrimination
- Human Resources: Employee Benefits
- Human Resources: Recruitment Hiring & Termination
- Human Resources: Retirement
- Human Resources: Unions
- Human Resources: Wages
- Intellectual Property
- International Activities & Programs
- Lobbying & Political Activity
- Privacy & Information Security
- Copyright & Trademark
- Immigration
- Intellectual Property
- International Activities & Programs
- Information Technology
- Privacy & Information Security
- Disabilities
- Diversity / Affirmative Action
- Environmental Health & Occupational Safety
- Health Care & Insurance
- Human Resources - All
- Ethics
- Lobbying & Political Activity
- Accounting
- Contracts & Procurement
- Export Controls
- Office of Compliance

**Do’s and Don’ts**

- Do not "reinvent the wheel"
- Do NOT "take over"
- Minimize input on their turf
- Do respect their timelines
- DO provide oversight when necessary
Encourage ALL levels, including subject-specific compliance programs, to adopt the “seven elements” from the FSG

1. Identify Requirements/Assess Risk
   - Compliance partners:
     - Keep up-to-date on changes to laws/regulations in their areas
     - Do regular compliance risk assessments in their areas

2. Establish/Modify Compliance Organization
   - Compliance partners:
     - Work with their leaders to ensure adequate human resources
     - Modify compliance organization as needed
   - Compliance partners establish/modify subject-specific policies/procedures, as needed

4. Communicate Standards, Policies, and Procedures
   - Compliance partners:
     - Communicate and offer training on subject-specific policies/procedures, as needed
     - Maintain training records

5. Implement, Promote, and Enforce

6. Monitor, Audit, and Report
   - Self-monitoring
   - Self-auditing

7. Continuous Improvement

8. Leadership/Corporate Culture

**TWU Basic Compliance Planning Program**

The Subject-specific Compliance Plan
**MANAGEMENT PRINCIPLE**

Give a man a fish, you feed him for the day; teach him how to fish, you feed him for a lifetime.

- Eastern Proverb
  Adapted by Stephen R. Covey in Principle-Centered Leadership

**BENEFITS OF COMPLIANCE LAYERS**

- Helps infuse compliance into the entire culture and puts everyone on the same page
  - Infuses the "seven elements" from top to bottom (in COSO – front to back)
- Empowers subject-specific compliance areas/partners
- Strengthens the front lines

**CULTURES OF INTEGRITY**

Mary Shirley

Embedding a culture of integrity in a company's DNA.
**CEB FINDINGS**

ADVANCING A CULTURE OF INTEGRITY BY BUILDING STRONG CLIMATES

- Little improvement in the average employee’s perceptions of their company’s culture of integrity over the past 5 years.
- A strong culture of integrity can significantly improve employee performance and employee engagement, while reducing the likelihood an employee will observe misconduct.
- More than 70% of employees report working in weak climates where their managers, teams, and colleagues send weak signals about the importance of compliance and ethics.

Compliance and Ethics can work to create strong climates by:
- Helping employees exhibit good behaviors in their work,
- Ensuring managers send consistent messages, and
- Making colleagues’ positive behaviors more visible.

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**A GOOD COMMUNICATIONS PLAN IS NOT ENOUGH**

- Embedding culture into a company’s DNA requires more than a good communications plan.
- A Compliance Week is not the answer to your culture prayer!
  - Don’t confuse holding outreach and advocacy events as creating a culture of integrity.

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**CONTINUED EFFORT AND REINFORCEMENT**

Continued effort and reinforcement gets colleagues thinking deeply about ethics on a regular basis and makes sure that compliance considerations are inherently part of all business decisions.

1. Enforcing patterns of behavior
2. Widespread reach and visibility
3. Incentivizing rather than threatening
START AS YOU MEAN TO GO ON

Having the right people who already possess an integrity-focused mindset will cut down the proactive work you need to do.

Incorporate compliance questions in the screening interview.

Pose hypothetical or real-life situations that have led to compliance breaches in your company and ask them how they would proceed.

2018 CULTURE SURVEYS - BEHAVIORAL CLOCK INITIATIVE

Core Elements
- Create feedback mechanisms to help managers understand their ethical leadership behaviors and better gauge the consistency of the signals they send their teams. *
- Impose a self-reflection exercise with tips to guide them.

Recipe
- Aim a survey specifically at middle management.
- Inclusion of compliance topics on the agenda at team meetings
- Involvement of compliance staff at important meetings
- Meet with them afterwards to discuss self-assessment.
- Follow up with managers in a year, provide them with benchmarking information and best practice examples.
- Help managers plan for how they will send consistent messages about appropriate behaviors during times of increased business pressure or instability.*

WE TEND TO BUILD CULTURE TOP-DOWN

Compliance and Ethics' Typical Leader-Driven Approach to Culture Building

World begins for culture amongst senior leaders so they can set the cultural tone for the organization.

Provide managers with scripts and talking points they can use to espouse cultural messages.

Raise employee awareness of the company’s cultural values.

Assumed Benefits of This Approach
- Affirmation: Compliance and ethics can spread cultural values/determinants, while using limited program resources
- Effectiveness: Employees will think about culture from individuals that they know and trust.

Source: ABA ethics.
COMPLIANCE COMMENTS - BUILDING ON THE INITIATIVE

- During interviews, note comments from influencers managers about what they think of compliance.
- Create a poster using their faces and speech bubbles with the quote about what they think of compliance.
- Ask if they would like to be a part of a communication plan to promote compliance.
- Managers will be continuously and visibly accountable for their role in modeling.

Use peer Norming to nudge managers towards more progressive ethical leadership behaviors and create urgency to send stronger signals.

ONGOING TRANSPARENCY

- Sanitize recent compliance issues and post them on the intranet for all to see.
- Post high-level detail about the context and the punishments that were issued.
- Won’t work for all companies - some executives are deterred at the thought of airing dirty laundry. Anecdotally, companies who have implemented this have found it to be very successful.

COMPLIANCE DISCUSSION GROUPS

- Propose compliance discussion groups to team leaders.
- Leaders buy-in to holding semi-regular discussion groups on compliance topics.
- Regular opportunities to help teams make better decisions.
BLOG

Works well if you have a fuzzy, clairvoyant compliance officer with excellent writing skills.

Get different leaders in the business to start authoring the compliance blog.

Everyone has an ethics story to tell, not just your compliance colleagues.

IN SUMMARY

Culture of integrity plan should aim to shape the DNA of your business.

A strong communication plan is important but is not a substitute for furthering your corporate culture of integrity.

LEADING WITHOUT AUTHORITY

Deena King and Mary Shirley
OVERARCHING TECHNIQUES

- "Governing authority" (§8B2.1.b.2.A)
- "High-level personnel...Specific individual(s) within high-level personnel" (§8B2.1.b.2.B)
- "Specific individual(s)" (§8B2.1.b.2.C)

OVERARCHING TECHNIQUES

4.1 Establish and select an individual for a position of "Chief Compliance Officer." The Chief Compliance Officer should:

4.1.3 Coordinate compliance functions in a manner similar to the Office of Internal Audit.
4.1.4 Have similar access to, and a reporting relationship with the Board, as does the Internal Auditor.

STRATEGY #1: WORKING WITH COMPLIANCE PARTNERS

Additional Thoughts
- Be a true partner
- Remember: "With people, slow is fast and fast is slow."
  --Stephen Covey
THE THREE PEOPLE YOU MEET IN HEAVEN (AKA COMPLIANCE)

The non-believer
The committed but time poor
The do as I say, not as I do

THE NON-BELIEVER

How to spot them: smirking when in conversation with you, Compliance isn’t invited to their big meetings, playing on their phone when Compliance is presenting.

Best way to get buy in: Peer norming and acknowledgement of their views on Compliance.

THE COMMITTED BUT TIME POOR

How to spot them: You don’t - they’re always in back to back meetings! Haven’t taken a vacation in five years and genuinely care about their work and integrity.

Best way to get buy in: Spoon-feed opportunities, anticipate needs and proactively fulfill them.
THE DO AS I SAY, NOT AS I DO LEADER

How to spot them: They're the first to loudly champion ethics and integrity causes but when you view annual training completion rates, they're overdue.

Best way to get buy in: Let them make commitments to you, utilize their administrative assistant.

QUESTIONS?

THANK YOU!

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