



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Mandatory Compliance Training

Purpose

To outline the procedures of mandatory GSI compliance training required of all GSI employees.

Policy

It is the policy of GSI to promote a culture that encourages employees to conduct activities with integrity and in compliance with applicable Federal, State and local laws and regulations and strive to promote and protect the integrity of GSI's ethics and standards of conduct with mandatory compliance training. In this capacity GSI compliance training is committed to providing clear guidelines to educate employees regarding applicable laws, regulations, policies and procedures as they pertain to compliance and best business practices

Procedure

- GSI compliance training is mandatory and will be conducted with every employee during new employee indoctrination.
- GSI refresher compliance training is mandatory and will be conducted annually or per the recommended schedule set by the HR Director of Benefits and Compliance. All active employees are subject to refresher training.
- The Corporate Human Resources Department is responsible for administration and tracking of employee compliance training

Mandatory GSI compliance training includes but is not limited to the following training modules:

- Procurement Integrity
- Proprietary Information
- Workplace Anti-Harassment
- GSI Standards of Ethics and Conduct
- Personally Identifiable Information