



## **BrightLife** **Enhancement Services**

Holistic approach to healthcare

To: Isabella Spires, Corporate Compliance Officer  
From: Islammiyyah Al-Ameen, Program Director / Chief Executive Officer  
Date: June 2025  
Subject: **Appointment as Corporate Compliance Officer**

As the Corporate Compliance Officer, you will serve as a key member of the Executive Leadership Team, working in collaboration with the Chief Executive Officer, Program Directors, and Departmental Supervisors to ensure that BrightLife operates in full compliance with all applicable federal, state, and CARF regulatory standards. Your role will include the planning, implementation, monitoring, and ongoing evaluation of the organization's compliance, quality assurance, and risk-management systems, as well as the overall effectiveness of care and support services.

A critical function of this position will be the development and execution of a comprehensive Corporate Compliance Plan. This plan must establish clear procedures for:

- Reporting potential or actual violations of policy, ethical standards, or applicable laws;
- Ensuring timely investigation and resolution of all reported concerns; and
- Promoting transparency, accountability, and ethical conduct across all levels of the organization.

BrightLife Enhancement Services maintains a strict non-retaliation policy. No employee, client, contractor, or stakeholder will face retaliation or retribution for reporting a compliance concern in good faith. Any individual found to have engaged in retaliatory conduct will be subject to disciplinary action, up to and including termination.

At the close of each fiscal year, you will prepare a Corporate Compliance Annual Report summarizing all compliance activities, including the number and nature of allegations received, actions taken, resolutions achieved, and recommendations for organizational improvement. This report will be reviewed by executive leadership and incorporated into BrightLife's annual Performance Measurement and Quality Improvement Review.

Your leadership and commitment to integrity will play an essential role in sustaining BrightLife's mission of delivering high-quality, ethical, and person-centered behavioral health services.