

1.10 Legal Issues

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to respond in a timely and appropriate manner to all legal notices and legal matters.

Procedure:

Any legal matter, notifications via U.S. Postal Service, telephone calls, electronic transmissions, or verbal notice of pending legal actions should be immediately forwarded to the CEO/President.

In the absence of the CEO/President, the following individuals may be notified in order listed:

- Director of Human Resources
- Director of Finance
- Director of Facilities

The Director of Communications will be notified on an as needed basis as authorized by the CEO/President.

All legal matters are confidential. No discussions of and/or references to the matter are permitted unless authorized by the CEO/President. Failure to maintain confidentiality may lead to disciplinary action up to and including termination of employment.