

## **7.16 Whistleblower**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide whistleblower protection to individuals who report complaints pertaining to questionable financial reporting, violations of the law, and issues regarding questionable business or other practices by this agency or any of its employees.

### Procedure:

The whistle blowing procedure is intended to be used for serious and sensitive issues. Serious concerns should be reported in any of the following ways:

Directly to one of the following:

Rae A. Johnson, Compliance Auditor, (740) 345-9861 ext. 140, raejohnson@goodwillnewark.com

Timothy J. Young, CEO/President, (740) 345-9861 ext. 129, tyoung@goodwillnewark.com.

Sherry Cline, Director of Human Resources, (740) 345-9861 ext. 113, scline@goodwillnewark.com.

#### Through US mail addressed to one of the following:

Rae A. Johnson	Timothy J. Young	Sherry Cline
Licking/Knox Goodwill	Licking/Knox Goodwill	Licking/Knox Goodwill
Compliance Auditor	CEO/President	Director of Human Resources
P.O. Box 828	P. O. Box 828	P.O. Box 828
Newark, OH 43058-0828	Newark, OH 43058-0828	Newark, OH 43058-0828

Unless an acknowledgement and follow-up is desired, complainants may report anonymously. Please be as specific as possible when lodging a complaint.

The action taken will depend on the nature of the concern. The CEO/President and the Board of Trustees shall receive a report on each complaint and will start initial inquiries within five (5) business days to determine whether an investigation is appropriate and, if so, the direction that it should take. Some concerns may be resolved by agreed action without the need for investigation.

The complainant will be given the opportunity to receive follow-up on their concern within two weeks:

- Acknowledging that the complaint was received
- Indicating how the matter will be dealt with
- Giving an estimate of time that it will take for a final response

Subject to legal constraints, the complainant will receive information concerning the outcome of any investigation. Harassment, reprisals or retaliation toward the complainant will not be tolerated. Every effort will be made to protect the complainant's identity. Allegations that are not made in good faith may result in disciplinary action.