

Kay Blada Recycling: Whistleblower Protection Policy

Kay Blada Recycling (hereinafter “the Organization”) requires its directors, officers, employees, and volunteers to observe high standards of business and personal ethics while conducting their respective organizational duties and responsibilities. Employees, volunteers, and representatives of the Organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. This document represents the Organization’s Whistleblower Protection Policy (hereinafter “this Policy”).

Reporting Responsibilities

This Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Organization can address and correct inappropriate conduct and actors. It is the duty of all board members, officers, employees and volunteers to report violations or suspected violations of law or regulations that govern the Organization.

No Retaliation

No director, officer, employee, or volunteer who in good faith reports a violation or suspected violation of the laws or regulations that govern the Organization shall suffer harassment, retaliation, or any adverse employment consequence as a result of the report. Any director, officer, employee, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or dismissal from the Organization. This Policy is intended to encourage and enable employees, volunteers, and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Organization has an open-door policy and suggests that employees, volunteers and others share their questions, concerns, suggestions or complaints with a person who can address them properly. In most cases, an employee or volunteer should report violations directly to his or her immediate supervisor. However, in the instance that an employee or volunteer is not comfortable speaking with his or her supervisor, or if the employee or volunteer is not satisfied with his or her immediate supervisor’s response, the employee or volunteer is encouraged to speak with either another managing employee or a member of the Organization’s board of directors with whom he or she feels comfortable approaching.

Acting in Good Faith

Anyone reporting a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously will be viewed as a serious disciplinary offense, subjecting the employee or volunteer to potential disciplinary action, up to and including termination of employment or dismissal from the Organization.

Confidentiality

Reports of violations may be made in confidence or, if the reporting employee or volunteer prefers, anonymously. Reports submitted in confidence will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

All reports will be promptly investigated, and appropriate corrective action will be taken if warranted.

Policy Approved by the Board of Directors on 4/19/2018.

ANNUAL STATEMENT
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I, Johnson Desauguste, a member of the board of directors, principal officer, or member of a committee with board of directors delegated powers of Kay Blada Recycling, have received a copy of the Whistleblower Protection Policy, and

JD have read and understand the policy,

JD agree to comply with the policy,

Johnson Desauguste
Print Name

Johnson Desauguste
Signature

4/19/2018
Date