

Kinship United
5105 Tollview Drive, Suite 155
Rolling Meadows, IL 60008
847-577-1070

Employee Protection - Whistleblower Policy

It is the intent of Kinship United to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Kinship United and provides Kinship United with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

If any employee reasonably believes that some policy, practice, or activity of Kinship United is in violation of law, a written complaint must be filed by that employee in the following order:

1. Janet Leigh of the Human Resources Department at janet.leigh@kinshipunited.org
2. Craig Muller, President of Kinship United at craig.muller@kinshipunited.org
3. Board chair, Mike Patterson, at mike@ontrackleadership.com

Kinship United will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice Kinship United, or of another individual or entity with whom Kinship United has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Kinship United will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Kinship United that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

All reports will be investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after Human Resources, the President or board officer has received the complaint or report.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date