

## **Organizational Policies**

### **Applied Organizational Policy**

Unity Healing  
Drug and Rehabilitation Facility

Effective date: March 16, 2022

#### **Sexual Offender Policy**

##### **Purpose:**

The purpose of the Sexual Offender policy is to protect the clients and staff members of Unity Healing.

##### **Why is the policy necessary?**

The policy is necessary for Unity Healing to stay in compliance with TCA 40-39-211. Unity Healing strives to provide a safe and secure environment for the families served and the employees. This policy will assist in providing a safe environment.

##### **To whom does the policy apply?**

This policy applies to all directors, officers, volunteers, and key persons.

### **POLICY**

#### **I. Policy**

- a) Due to Unity Healing being a residential facility for families with children, no person that is listed on the Sexual Offender Registry will be allowed on the Unity Healing property or within 500 feet as a client, volunteer, contractor, or employee.

### **Grievance Policy**

Unity Healing  
Drug and Rehabilitation Facility

Effective date: March 16, 2022

#### **Grievance Policy**

##### **Purpose:**

To grant clients the opportunity to be treated fairly

##### **Scope:**

All Unity Healing staff members, contractors, and volunteers.

##### **Reviewer:**

The Unity Healing Board of Directors will review the policy annually.

## **POLICY**

### **I. Policy**

- a) It is Unity Healing's policy that every client has the right to file a complaint if one feels that they have not been treated fairly or if one suspects they have been discriminated against.

### **II. Procedure**

- a) At the initial contact with any client of Unity Healing, the staff is to inform them of our grievance procedure and the process for handling complaints.
- b) Staff will inform clients:
  - i) If they feel they have been discriminated against or treated unfairly by staff, volunteer, or contractor because of age, race, gender, color, nation origin, ethnicity, religious belief, physical or mental disability, sexual orientation, or income level, they have the right to file a grievance.
  - ii) If they feel that they have been discriminated against or are dissatisfied with services provided by Unity Healing, we encourage them to first discuss matters with their case manager. If the matter is not resolved, they may file a complaint with the Director.
  - iii) The Director will acknowledge the complaint within 24 hours, unless the complaint is made on the weekend or holiday, then the Director will acknowledge the complaint the following business day.
  - iv) If the issue is not resolved by the Director, the client may present the issue to the Board of Directors. The Board of Directors will acknowledge the complaint within 24 hours, unless the complaint is made on the weekend or holiday, then the Board Director will acknowledge the complaint the following business day.

## **Conflict of Interest Policy**

### **Purpose:**

The purpose of the Conflict of Interest policy is to protect Unity Healing's interests when it is considering taking an action or entering into a transaction that might benefit the private interests of a director, officer or key person, result in the payment of excessive compensation to a director, officer, or key person; or otherwise violate state and federal laws governing conflicts of interest applicable to nonprofit, charitable organizations.

### **Why is the policy necessary?**

As a nonprofit charitable organization, Unity Healing is accountable to both government agencies and members of the public for responsible and proper use of its resources. Directors, officers, and employees have a duty to act in Unity Healing's best interest and may not use their positions for their own financial or personal benefits.

Conflict of Interest must be taken very seriously since they can damage Unity Healing's reputation and expose both the corporations and affiliated individuals to legal liability if not

handled appropriately. Even the appearance of a conflict of interest should be avoided, as it could undermine public support for Unity Healing.

### **To whom does the policy apply?**

This policy applies to all directors, officers, and key persons.

1. What are some examples of potential conflicts of interest?
  - a. It is impossible to list all of the possible circumstances that could present conflicts of interest. Potential conflicts of interest include situations in which a director, officer or key person or that person's relative or business.
    - i. has an ownership or investment interest in any third party that Unity Healing deals with or is considering dealing with;
    - ii. serves on the board of, and participates in the management of, or is otherwise employed by or volunteers with any third party that Unity Healing deals with or is considering dealing with;
    - iii. has a close personal or business relationship with a participant in a transaction being considered by Unity Healing.

National Council of Nonprofits. (n.d.). <https://www.councilofnonprofits.org/>

### **Whistleblower Protection Policy**

Unity Healing

Drug and Rehabilitation Facility

Effective date: March 16, 2022

#### Whistleblower Policy

#### **Purpose:**

Unity Healing Agency requires directors, officers, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Unity Healing, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

#### **Reporting Responsibility**

This Whistleblower policy is intended to encourage and enable employees and others to raise serious concerns internally so that Unity Healing can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of Unity Healing code of ethics or suspected violations of law or regulations that govern Unity Healing's operations.

#### **Handling of Reported Violations**

The Unity Healing's compliance officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

### **No Retaliation**

It is contrary to the values of Unity Healing for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Unity Healing. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Compliance officer:

Chekunda Alexander

Board Member, Executive Director

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Policy approved by the Board of Directors on March 16, 2022.