

KIUC POLICY NO. 19
ANTI-RETALIATION AND WHISTLEBLOWING

PURPOSE OF POLICY:

The purpose of this policy is to confirm KIUC's commitment to a work and learning environment free of retaliation.

POLICY CONTENT:

It is the policy of KIUC to ensure individuals who in good faith believe there is or may be an improper activity occurring at KIUC (a "Whistle Blower") may report such improper activity, cooperate with authorities, and take legal action without fear of retaliation.

I. Scope and Terms

- A. KIUC prohibits any Director, employee, or agent of KIUC from engaging in any form of intimidating, detrimental (i.e., negative, or uncooperative), or retaliatory action toward any Whistle Blower (including but not limited to a KIUC employee or KIUC member) who reports in good faith an improper activity or who at any time:
1. provides information about such improper activity to KIUC's General Counsel, a director, department head, or the human resources department;
 2. makes a complaint of discrimination or harassment or a threat of and/or an act of violence (a "Complaint");
 3. cooperates with the investigation of a Complaint;
 4. acts as a witness or investigator during the investigation of a Complaint;
 5. reports or is about to report to an appropriate government body, orally or in writing, a violation or a suspected violation of a law or rule adopted pursuant to the law of Hawai'i, a political subdivision of Hawaii, or the government of the United States, unless such person knows the report is false (a "Violation");
 6. is requested by the government body to participate in an investigation, hearing, or inquiry held by that government body, or a court action, concerning a Violation.
- B. Any Complaint brought in good faith to the attention of KIUC will be investigated promptly and, if required, corrective actions will be taken promptly. Confidentiality will be maintained throughout the investigatory process to the

extent consistent with an adequate investigation, however, complete confidentiality and anonymity should not be expected during investigations.

- C. Any person who engages in any form of intimidating, detrimental, or retaliatory conduct shall be subject to appropriate disciplinary action, including termination of employment with respect to staff members.
- D. Any Director, staff member, or agent having knowledge of a violation of this policy or any other form of improper retaliation, shall immediately report the violation or retaliation either to KIUC's General Counsel or to the external company that accepts anonymous reports from Whistleblowers. KIUC's General Counsel shall report same to other necessary parties as required by law or court order. Retaliation for such reports is likewise prohibited.
- E. Based on the nature and circumstances of the reported alleged intimidating, detrimental, or retaliatory actions, the General Counsel will perform an independent investigation as warranted or report the violations for investigation and appropriate actions as follows:
 - 1. to the manager of the human resources department, for all employees below the level of department head;
 - 2. to the CEO for department heads; and
 - 3. to the Board for the CEO.
- F. KIUC's General Counsel shall investigate any reports of alleged intimidating, detrimental, or retaliatory actions and submit the results of any investigation to the KIUC Finance and Audit Committee, which shall submit a recommendation to the Board.
- G. The Board does not delegate the authority to act on any form of intimidating, detrimental, or retaliatory actions by or concerning the CEO.
- H. The CEO shall report on actions associated with this policy to the Board.

Adopted on this 26 day of October 2023.


Calvin Murashige (Oct 26, 2023 10:41 HST)

Calvin Murashige
Secretary

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