Trindel

Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity

A Joint Powers Authority Established in 1980

www.trindel.org

Reporting EEO and Harassment Complaints Policy

If you believe someone has violated Trindel Insurance Fund's (hereafter referred to as the "Fund"), "Equal Employment Opportunity" or "No Harassment" policies, please bring the matter to the attention of your supervisor or the Executive Director or the Executive Committee. If you make a complaint under this policy and do not receive a satisfactory response within five (5) business days, please contact your supervisor**,** the Executive Director or the Executive Committee immediately.

Any supervisor who learns of any potential violation of either of these policies must immediately report the matter to the Executive Director or the Executive Committee.

The Fund will promptly investigate the facts and circumstances of any perceived violation, commensurate with the circumstances. To the extent possible, the Fund will endeavor to keep the reporting employee's concerns confidential. All employees are expected to fully cooperate with Fund-initiated investigations. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon completion of the investigation, the Fund will take appropriate corrective and preventive action.

The Fund prohibits retaliation for reporting perceived violations of the "Equal Employment Opportunity" and "No Harassment" policies, or participating in the investigation of a complaint. If you believe someone has violated this policy against retaliation, please contact your supervisor, the Executive Director or the Executive Committee immediately.