



RESPONDING TO SUBPOENAS, SEARCH WARRANTS, INVESTIGATIONS AND OTHER LEGAL ACTIONS

In the event that an employee is approached during working hours by an individual who is trying to serve a subpoena, exercise a search warrant, initiate an investigation of any kind, or is attempting to proceed with any type of legal action involving either the employee, the Agency or another employee of Sunshine Village, the employee must direct the individual to the administration building at 75 Litwin Lane, Chicopee, MA, and inform them that they should ask to speak with the Human Resources Director. If the Human Resources Director is unavailable, the Executive Director or the CFO is to be notified.

The Human Resources Director or other designated administrator will verify the credentials of the individual attempting to proceed with the legal action and will assist them to complete their business.

If an individual is attempting to serve a subpoena at any Sunshine Village site other than at 75 Litwin Lane, they must speak to the program supervisor. The program supervisor will contact the Human Resources Director to inform them of the situation and to verify the credentials of the individual attempting to serve the subpoena and will assist them to complete their business.

Subpoenas addressed to Sunshine Village will be accepted by the Human Resources Director and acted upon as necessary. If a server is attempting to deliver a subpoena to an employee of the organization, the Human Resources Director or designated administrator will contact the employee and request that they come to the administration building to accept the subpoena.

In the case of a search warrant, the Human Resources Director or designated administrator will contact the organization's attorney and will accompany the person exercising the search warrant.

In the case of an investigation, the Human Resources Director or designated administrator will contact the organization's attorney and will notify the Program Director where the investigation is to be conducted who will arrange for those involved in the investigation to be available for questioning.