



**- Know Agenda Foundation -**

Public Service Management: Fiscal Sponsorship | Program Incubation | Grant & Donor Facilitation

---

**Elder or Dependent Adult Reporting Policy**

**Purpose**

Know Agenda Foundation (KAF) holds its staff, board directors, contractors and volunteers to high standards of ethics and conduct and in adopting this policy, requires staff, board directors, contractors and volunteers to maintain these standards of business and personal ethics in the conduct of their duties and responsibilities when engaging with the elderly and dependent persons. As representatives of KAF, staff, board directors, contractors, volunteers and Sponsored Project staff must practice safety and duty of care in all dealings with the elderly and dependent persons in which they represent Know Agenda Foundation or Know Agenda Foundation's Sponsored Projects. Failure to follow these standards may result in disciplinary action including possible termination of employment or contract, dismissal from one's board duties and possible civil or criminal prosecution, if warranted.

The purpose of this policy is to establish procedures for reporting suspected abuse of elder or dependent adults when engaging in KAF sponsored (including Fiscal Sponsored Projects) programming and activities.

**Policy**

Any staff member, vendor, or independent licensed provider who is told of, witnesses or suspects any abuse of an elder or dependent adult must immediately report the suspected abuse, as required by law, to the authorities.

**Procedure**

**Reporting Procedures:**

- A. **What to Report:** A reporting party or individual must report to the authorities any known or suspected abuse of the elderly or dependent person, including: physical abuse, abandonment, isolation, financial abuse, or neglect; sexual abuse or resident-on-resident abuse;
- B. **How to Report:** The reporting party or individual must immediately call the authorities; the must also immediately notify the Managing Director or most immediate staff member;
- C. **When to Report:** The telephone call to the authorities must be done immediately upon witnessing or learning of the suspected abuse.