



COMPLAINT PRODECURE

Drugs Don't Work of NKY takes any and all complaints against employees or policies seriously. Our procedure is as followed.

- 1.) DDWNKY accepts complaints via phone or email. A sign is posted in our lobby as well as on our website at ddwnky.org.
- 2.) The complaint is documented with names, dates, and contact information.
- 3.) The complaint is then submitted to the president of DDWNKY to be investigated. The president will follow up with all parties involved.
- 4.) Disciplinary actions may include (but not limited to) written reprimands, suspensions or termination.