



PORCHIA RIDLEY AND KINNEY FOUNDATION CORP

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PRESIDENT. LATONYA PORCHIA

OUTREACH DIRECTOR. DONITA BANKS

SECRETARY. ALEX-ANDRIA ROBERTS

WEBSITE: [HTTPS://PRKFOUNDATION.ORG](https://prkfoundation.org)

EMAIL: PRKFOUNDATION@GMAIL.COM

Policies/Procedures related to Program Accountability

Policies/procedures will be communicated to all staff electronically.

Policies/procedures will be communicated to all staff once they have been adopted electronically.

The manager will ensure that policies/procedures are communicated to all staff.

Porchia Ridley and Kinney Foundation Corp will track what policies/procedures have been communicated to staff by electronic response affirmation.

Electronic affirmation methods/tools will be used to validate that policies/ procedures have been communicated to all staff.

Porchia Ridley and Kinney Foundation, Corp will determine if policies are being followed by live monitoring and random checks by management.

All management, volunteers and workers in the program will be responsible to ensure all are adhering to the CEs policies/procedures.

Consequences are verbal warning, written notice and then termination will be pursued in the event that staff do not follow the CE's policies/procedures. Depending on the severity of the violation of policy or procedure immediate termination could occur and if necessary proper authorities will be notified.

Warm Regards,

LaTonya Porchia, President Donita Banks, Outreach Director Attorney Erica Porter, Director Skyla Vercher, Director Alexandria Roberts, Secretary

The Board of Directors

Porchia, Ridley & Kinney Foundation Corp, a 501 c 3 org

Porchia Ridley and Kinney Foundation Corp provides opportunity and services to address the needs of our community. Through our efforts public good will be achieved. We are active in the effort to promote human welfare, food assistance, training, education, and sustainability of services to those that are most vulnerable. We give back not only with our dollars but also with time and volunteers.