

Whistleblower Policy and Procedure

This policy is intended to encourage Board members, staff and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her Manager.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her Manager, then the Whistleblower could report the event to the next highest or another level of management.
3. The Whistleblower can report the event with his/her identity or anonymously.
4. The Whistle blower shall receive no retaliation or retribution for a report that was provided in good faith - that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of employee, or other legal means to protect the reputation of the organization and members of its Board and staff.
6. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
7. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.