



WHISTLEBLOWER POLICY

A whistleblower is defined by this policy as an employee who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management is charged with this responsibility.

Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed or for goods not delivered, and other fraudulent acts.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the President. The employee must avoid baseless allegations. An employee who files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are of two types – confidentiality and against retaliation. Insofar as possible, confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and/or to provide accused individuals their legal rights of defense. _____ (organization) will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the President immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Rev. 7/13