



## Policy on Suspected Misconduct, Dishonesty, Fraud and Whistleblower Protection

If any person knows of or has a suspicion about misconduct, dishonesty or fraud, the most direct Executive Team member or the President should be contacted. If the alleged wrongdoing concerns the President, then the board chair of the organization should be notified instead.

If the Executive Team or President of the organization receives information about misconduct, dishonesty or fraud, they shall inform the Board which shall determine the procedure for investigating all credible allegations.

At all times, the privacy and reputation of individuals involved will be respected. There will be no punishment or other retaliation for the reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

If in the course of the investigation, the accusation is proven to be false and there is evidence that the person bringing the accusation did so with dishonesty and malicious intent, the accuser will no longer be protected by the "Whistleblower Protection Policy" and will be subject to discipline for his/her dishonest conduct.

**Filing Requirement:** This policy will be part of the Employee Handbook

**Update Requirement:** This policy will be reviewed annually to conform to current Federal and State Guidelines if applicable and to review feasibility of administering the policy in its current form. Policies may be revised for ease of administration as long as Federal and State guidelines are maintained

### Procedure:

If an employee suspects another employee of misconduct, dishonesty or fraud, they are to inform any member of the Executive Team via an email. The Executive Team member shall keep the email as evidence that the employee filed a complaint. This email shall be in an email folder marked "Confidential-Misconduct". The employee will also keep a copy of the email for their records.

If an employee suspects anyone within the organization of misconduct, dishonesty or fraud, they are to inform their direct supervisor and most direct Executive Team member via an email. The President shall keep the email as evidence that the employee filed a complaint. This email shall be in an email folder marked "Confidential-Misconduct". In the event the President is suspected of misconduct, dishonesty or fraud, the employee should contact the board chair.

Within 5 days of the receipt of an email by any Executive Team member or the President, the Board shall be notified of the allegation via an email. The secretary of the board shall keep a record of the complaint in an email folder labeled "Confidential-Misconduct". The Board shall determine the process that will be followed to investigate the allegation. The secretary of the board shall notify the employee of the process that will be followed and the time frame in which the investigation shall take place. Resolution/status of an allegation will be provided to the board at their annual meeting.

EMAIL Contents:

An allegation of misconduct, dishonesty or fraud must be documented with as much information as possible. At minimum;

1. Name of the employee who is being accused of misconduct, dishonesty or fraud.
2. Date or time period that the alleged misconduct, dishonesty or fraud took place.
3. The circumstances surrounding the allegation
4. If there is a monetary amount, that amount should be noted.