

# Stillwater Area Community Services Center Inc.

## WHISTLEBLOWER PROTECTION POLICY

### **PURPOSE:**

The Stillwater Area Community Center (SACC) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities *as pertains to the center*. As employees and representatives of the SACC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This Whistleblower Policy encourages and enables employees and others to raise serious concerns internally so that SACC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of SACC's Code of Ethics or suspected violations of law or regulations that govern SACC's operations. Employees with concerns or complaints may submit their information in writing or in person to their supervisor or the Center Director. This policy applies to any matter that is related to the center's business and does not relate to private acts of an individual not connected to the business of the SACC.

### **POLICY:**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct and adequate investigation.

It is contrary to the values of SACC for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of SACC. An employee who retaliates again someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

The SACC may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer who, in the Board of Director's assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.

### **RESPONSIBILITY:**

The SACC's Director together with Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. All directors, employees and volunteers will be trained on this policy and will be asked to acknowledge receipt in writing upon election or selection through the policy acknowledgement form included as the final page in the policy handbook. The center will keep a copy of this and all policies in a binder as a policy handbook that will be left in a conspicuous place accessible to all directors, employees, and volunteers.

Approved on: August 19, 2019

To be reviewed on: August 2020

*Each policy will be reviewed on an annual basis and is subject to change.*