



Family of Women Whistleblower Policy

I. GENERAL POLICY

A. It is the policy of Family of Women to require all directors, officers, employees, and volunteers to conduct the affairs of Family of Women in a legal, ethical, and transparent manner. This Whistleblower Policy is intended to encourage and enable employees and others to report any unethical or illegal activities of which they become aware.

II. REPORTING RESPONSIBILITY AND CONFIDENTIALITY

- A.** It is the responsibility of all directors, officers, employees, and volunteers to ensure the legal and ethical operation of Family of Women and to report violations or suspected violations of any local, state or federal laws or regulations or unethical behavior.
- B.** If a director, officer, employee, or volunteer discovers information that leads them to believe that illegal or unethical behavior has occurred, or is occurring, they shall report this discovery to the Board of Directors Chair of the Family of Women. If the report involves the Board Chair, or the Board Chair is unavailable, the report shall be made to another board member.
- C.** Any good faith report, concern, or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a 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 of local, state or federal law or regulation.

- D.** The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, or with the knowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.
- E.** Upon the request of the complainant, Family of Women will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and take appropriate corrective action.

III. INVESTIGATION AND TIMELINE

- A.** All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The following process will be used:
 - 1.** The officer receiving the report shall notify the reporter acknowledging receipt of the report within five (5) business days of receipt.
 - 2.** A meeting of the Officers shall be called to determine the proper course of investigation.
 - 3.** Within thirty (30) days of receipt of the report the investigation will be completed and any appropriate corrective action will be commenced. Additional time may be needed in some cases.
 - 4.** Family of Women will notify the reporter of the results of the investigation and any corrective action that has been or will be taken.

IV. NO RETALIATION

- A.** If a director, officer, employee, or volunteer reports in good faith a violation, or suspected violation, of any local, state or federal laws or regulations they shall not suffer any discrimination, harassment, retaliation or adverse employment consequences.

- B.** Any director, officer, employee, or volunteer who discriminates or retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or volunteer status. Retaliation includes, but is not limited to, any harmful action, interference with the lawful employment or livelihood, discharge, demotion, suspension, any manner of discrimination with regard to promotion, compensation or other terms, conditions or privileges of employment.

Approved by the Family of Women Board of Directors

April 24, 2020