

PEOPLE'S PLACE

Whistleblower Policy

Approved By: Board of Directors

Review/Revision Date: 5/01/2009

I. PURPOSE

It is the intent of People's Place to maintain legal compliance with all applicable laws and regulations.

II. POLICY STATEMENT

It is the policy of People's Place to promote the reporting of any internal agency activity that is illegal or in violation of applicable regulations.

III. APPLICATION

This policy applies to all People's Place staff and volunteers.

IV. DEFINITIONS

- A. Whistleblower- an informant who exposes wrongdoing within an organization in the hope of stopping it.

V. STANDARDS

- A. If any employee reasonably believes that some policy, practice, or activity of People's Place is in violation of law or applicable regulation, a written complaint may be filed by that employee with the Executive Director. The support of all employees is necessary to achieving compliance with various laws and regulations.
- B. An employee is protected under this policy only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Executive Director and provides him/her with a reasonable opportunity to investigate and correct the reported activity.
- C. People's Place will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the agency, or of another individual or entity with whom People's Place had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.
- D. People's Place will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of People's Place that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

VI. PROCEDURES

Individual Responsible

Action

Staff/Volunteer

1. Submits a written complaint with detail of alleged wrongdoing to the Executive Director.

Executive Director

1. Reports the complaint to the Executive Committee of Directors.
2. Initiates an investigation.
3. Provides a written and verbal summary of the results of the investigation to the Executive Committee of the Board of Directors.

Executive Committee

1. Decides on appropriate course of action.

Executive Director

1. Implements the course of action

VII. REFERENCES

None