

AMERICA'S SECOND HARVEST OF THE BIG BEND

Topic:	Personnel	Policies/Procedures Title:	Whistleblowers
Number:	P136	Date Approved:	
		Date Amended:	

Policy:

Staff and volunteers are encouraged to come forward with credible information on illegal practices or serious violations of adopted policies of the organization without fear of retaliation. This includes financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies by the Organization itself, by its leadership, or by others on its behalf.

The Organization prohibits retaliation by or on behalf of the organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Procedure:

1. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaint. They should be directed to the Executive Director and the Board President, and will follow the grievance procedure listed above in the given policy. If both the Executive Director and Board President are implicated in the complaint, it should be directed to the Board Vice-President.
2. The Organization will conduct a prompt, discreet, and objective review or investigation. If warranted, the Organization will take steps to deal with the issue addressed, including making operational or personnel changes, or contacting law enforcement to deal with any criminal activities