

Sample Whistleblower Protection Policy

- a) *The [organization] prides itself on its adherence to federal, state, and local laws, and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, the organization has decided to voluntarily adopt a whistleblower protection policy.*
- b) *Pursuant to this policy, any employee who becomes aware of a violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to Chairman of the Board of Directors to allow the organization to investigate and, if applicable, correct the situation.*
- c) *If the Chairman is involved or is believed to be involved in the matter being reported, employees may in the alternative, make a report to the Chair Elect.*
- d) *The organization will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.*
- e) *Financial Wrongdoing may include, but is not limited to:*
- (1) Questionable accounting practices
 - (2) Fraud or deliberate error in financial statements or recordkeeping
 - (3) Deficiencies of internal accounting controls
 - (4) Misrepresentations to organization officers (including deviation from full reporting of financial conditions)
- f) *If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to the organization, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is the organization's policy that there will be no retaliation taken against the employee.*
- g) *Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director.*