

Kings Community Action Organization

Board Policy

BP 2160

Whistleblower Protection Policy

Purpose

The Whistleblower Protection Policy is intended to encourage board members, employees, and volunteers to make good faith reports of suspected fraud, corruption, or other improper activity, or health and safety concerns within KCAO to appropriate KCAO officials and to describe the process that will be followed by the agency in evaluating and investigating such reports.

Policy

KCAO requires board members, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. KCAO board members, employees, and volunteers shall practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Protection Policy is intended to encourage and enable board members, employees, and volunteers to raise serious concerns internally so that KCAO can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees and volunteers to report concerns about violations of unethical activities or suspected violations of law or regulations that govern KCAO's operations.

No Retaliation

It is contrary to the values of KCAO for anyone to retaliate against any board member, 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 KCAO. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

KCAO has an open door policy and suggests that employees and volunteers share their questions, concerns, suggestions or complaints with their supervisor. If an employee or volunteer is not comfortable speaking with their supervisor, the employee or volunteer is encouraged to speak with the Human Resources Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Human Resources Director, who has the responsibility to investigate all reported complaints. If the complaint involves the Human Resources Director, the employee is encouraged to speak with the Executive

Director. If the complaint involves a Board Member or the Executive Director, the employee is encouraged to speak with the Board Chair.

All complaints must be made in writing by the complaining party, must state all relevant facts and opinions of the complaining party, and must be presented to the supervisor.

Human Resources Director

The Human Resources Director is responsible for ensuring that all complaints about unethical or illegal conduct within their jurisdiction are investigated and resolved. All complaints involving the Human Resources Director, Executive Director and Board Members will be investigated and resolved by the appropriate individual as reference in this policy. The Human Resources Director will advise the Executive Director of all complaints and resolution of the complaint.

Acting in Good Faith

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. False allegations can severely harm a wrongly accused employee, both personally and professionally. Therefore, falsely accusing another employee in order to cause harm to them will be viewed as a serious disciplinary offense. Acting in good faith means the person reporting misconduct had a reasonable belief that a violation occurred, whereas as false accusation means the employee knew the allegations were not true at the time.

Confidentiality

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 an adequate investigation.

Handling of Reported Violations

KCAO will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The person who submitted a complaint will be notified as to the course of action expected to be taken (such as an investigation), and when that action is complete. However, the investigation findings, reports, corrective action, or discipline resulting from the complaint will not be disclosed to the complaining party.

KCAO reserves the right to use an alternative Board or Administrative Policy to review a complaint filed by an employee under this Policy should KCAO determine the complaint does not satisfy the stated purpose of this Policy.

Adopted by Board of Directors: July 18, 2018