

PEOPLE'S PLACE

Whistleblower Policy

Approved By: Board of Directors
Review/Revision Date: 11/01/2021

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, volunteers, and board members.

IV. DEFINITIONS

- A. Whistleblower- an employee, volunteer or board member who reports activities that they reasonably believe 1) violates any state or federal law; 2) violates or amounts to noncompliance with a state or federal rule or regulation; 3) violates fiduciary responsibilities by a nonprofit corporation in the hope of stopping it.

V. STANDARDS

- A. Employees have the duty to comply with all applicable laws and to assist nonprofits to ensure legal compliance. Any employee who suspects a problem with legal compliance is required to report the situation(s) to the Executive Director. If the complaint involves the Executive Director the employee is required to report the complaint to the President of the Board of Directors. The support of all employees is necessary to achieving compliance with various laws and regulations.
- B. 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. Any employee who believes they have been retaliated against for whistleblowing may file a complaint with the President of the Board of Directors.
- 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 on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

VI. PROCEDURES

Individual Responsible

Action

Staff/Volunteer

1. Submits a written complaint with detail of alleged Violation to the Executive Director or Board President.

Executive Director/Board President

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

Board of Directors

1. Decides on appropriate course of action.

Executive Director or Designee

1. Implements the course of action

VII. REFERENCES

None