



## **Whistle Blower Policy**

### **General**

Brookings Area Habitat for Humanity requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the affiliate, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers, employees and volunteers to comply with the Articles of Incorporation, Affiliate Bylaws, Affiliate Covenant and all Policies and Procedures, and to report violations or suspected violations in accordance with this Whistleblower Policy. If any director, officer, employee or volunteer reasonably believes that some policy, practice or activity of Brookings Area Habitat for Humanity is in violation of law, or a clear mandate or public policy, a written complaint must be filed by that person with the Executive Director or the Board President.

### **No Retaliation**

Brookings Area Habitat for Humanity will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of BAHFH, or of an employee of BAHFH, or of another individual or entity with whom BAHFH has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate or public policy.

BAHFH also will not retaliate against directors, officers, employees and volunteers who disclose or threaten to disclose to a supervisor or public body, any activity, policy or practice of BAHFH 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 the health, safety, welfare, or protection of the environment.

No director, officer, employee or volunteer who in good faith reports a violation of the above shall suffer harassment, retaliation or adverse employment consequence. A director, officer, employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable directors, officers, employees, volunteers and others to raise serious concerns within the affiliate prior to seeking resolution outside the affiliate.

### **Reporting Violations**

This policy addresses the affiliate's open door policy and suggests that directors, officers, employees and volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Executive Director is in the best position to address an area of concern. However, if you are not comfortable speaking with the Executive Director or you are not satisfied with the Executive Director's response, you are encouraged to speak with the President of the Board of Directors or the US Support Center of Habitat for Humanity International.

The Executive Director is required to report suspected violations of the Code of Conduct to the affiliate's Board President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the affiliate's open door policy, individuals should contact the US Support Center of Habitat for Humanity International directly.

### **Accounting and Auditing Matters**

The finance committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Board President shall immediately notify the finance committee of any such complaint and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the above must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the above. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. 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**

The Executive Director and/or the Board President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

APPROVED BY THE BOARD OF DIRECTORS

Signed \_\_\_\_\_  
President

Date \_\_\_\_\_

BOARD APPROVED: 10/12/2015

*\*File Found Network Habitat/Boards/Polices*