

HEART OF MISSOURI UNITED WAY

POLICY AREA: Administration and Finance/Personnel

POLICY: Whistleblower Policy

DATE: Approved by Board: May 21, 2014

INTRODUCTION:

A whistleblower as defined by this policy is an employee of Heart of Missouri United Way, Inc. who reports an activity that s/he considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

POLICY:

If an employee has knowledge of or a concern of illegal, dishonest, or fraudulent activity, the employee is to contact the Board President or other Executive Committee member. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. HMUW will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes s/he is being retaliated against must contact the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the President of the Board of Directors who is responsible for overseeing investigation and coordinating corrective action with the Executive Director.

Employees with any questions regarding this policy should contact the Finance & Operations Director.