

## **Whistleblower Policy**

A whistleblower as defined by this policy is an employee, board member or volunteer of the CASA program who reports any activity that he/she considers to be illegal, dishonest, unethical or inappropriate 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, dishonest, unethical or inappropriate activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of such activities, the employee is to contact the Board Treasurer or the chair of the Finance Committee who is responsible for investigating and coordinating corrective action. 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: providing confidentiality and preventing 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. The CASA program will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment actions such as termination, compensation decreases, poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the board treasurer or the chair of the Finance Committee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the executive director or board treasurer.

