Whistleblower

General

FamilyKind's Code of Ethics and Conduct ("Code") 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 organization, all involved must practice honesty and integrity in fulfilling their responsibilities: comply with the Code and all applicable laws and regulations; and report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No board member, consultant, employee, or volunteer who in good faith reports a violation or improper conduct, such as waste, fraud, financial impropriety or abuse, shall suffer harassment, retaliation, adverse employment consequence, firing, or otherwise be retaliated against for making the report. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline and/or termination. This Whistleblower Policy is intended to enable all FamilyKind stakeholders to raise any serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations

Any violations should be brought to the attention of a responsible person associated with FamilyKind who can be counted upon to investigate the problem promptly and fairly.
For an employee or volunteer, his/her supervisor is in the best position to address an area of concern. However, if an employee/volunteer is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor's response, the employee/volunteer should be encouraged to speak with anyone in the organization he/she is comfortable approaching. Supervisors, consultants, and board members are required to report suspected violations of the Code to the next highest individual in the organization.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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.

Procedure

The following process will be followed for reporting violations of the FamilyKind Code:

1. Send a written report, email, telephone, or meet personally with the Executive Director, the Board Chair, or any officer of the board. This report is confidential and can be anonymous, if desired.
2. The recipient of the report will notify the person making the report and acknowledge receipt of the reported violation or suspected violation within five business days.
3. The report shall be taken seriously and investigated. The person or persons charged with alleged impropriety shall be given an opportunity to respond to the allegations in person or in writing.
4. Even if the matter is determined not to constitute improper conduct, the individual making the report will not be retaliated against and shall not be subject to any punishment – including firing, demotion, suspension, reprimand, harassment, failure to consider the employee for promotion, or any other kind of discrimination – in retaliation for making the report.
5. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
6. Following the investigation, FamilyKind will (1) provide the person filing a report with a summary of the findings; (2) take appropriate steps to deal with the issue addressed, including making operational or personnel changes, or justify why corrections are not necessary; and (3) if warranted, contact law enforcement to deal with any suspected criminal activities.
7. FamilyKind will maintain permanent and confidential records of all actions taken under this Policy.
8. The Board has responsibility for oversight of compliance with this Policy.