



Whistleblower Policy

The whistleblower is an essential element in the effort to protect the integrity of the agency reputation. The purpose of this policy is to support Catholic Charities' goal of legal and ethical compliance. Catholic Charities' encourages its employees to share their questions, concerns, suggestions, or complaints so they can be addressed properly. It is the responsibility of all employees to report legal or ethics violations. If any individual reasonably believes that a policy, practice, or activity of the organization is in violation of the law or agency policy, that individual will be protected from retaliation if he or she reports the alleged policy, practice, or activity to either the Executive Director, Associate Director, Human Resources Manager and provides the Executive Director with reasonable opportunity to investigate and correct the alleged inappropriate activity. If the reporting individual is uncomfortable speaking with, or not satisfied with, the response of the foregoing individuals, the issue may be reported to any member of the Board of Trustees. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the parameters of an adequate investigation.

No employee who makes a good faith report under this policy (or who cooperates in inquiries or investigations) shall suffer harassment, retaliation, or adverse employment consequences. Any employee or volunteer who retaliates against an individual who has reported a violation in good faith is subject to discipline up to and including termination, in accordance with applicable labor agreements, employment laws, and Agency policy.

To be protected by this policy, individuals who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents a valid policy, ethical, or legal violation. Unsubstantiated allegations or reports that prove to have been made falsely or maliciously will be viewed as a serious disciplinary offense.

This policy will be provided to all board members, employees, and volunteers, and included in new employee orientation as well as ongoing training programs for employees and volunteers.