

Abilities United

WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee of Abilities United who reports an activity that he/she 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.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. 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. The Agency 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 he/she is being retaliated against must contact the Human Resources 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 Whistleblower complaints should be brought to the attention of the Human Resources Director, preferably in writing, which will begin the investigation. All complaints will receive written acknowledgement within 5 working days. The Human Resources Director will also confer with the Executive Director for final resolution. A final written response will be provided within 20 working days of the receipt of the complaint by Human Resources.

A complaint against the Human Resources Director will be investigated by the Executive Director. A complaint against the Executive Director will be investigated by the Human Resources Committee of the Board of Directors.

Employees with any questions regarding this policy should contact the Director of Human Resources.

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