

## SAMPLE WHISTLEBLOWER POLICY

### COMPONENT ORGANIZATION NAME OPERATIONAL POLICY

**POLICY TITLE:** Whistleblower Policy

**PURPOSE:** To define and establish a Whistleblower policy and procedure.

The **COMPONENT ORGANIZATION NAME** is committed to lawful and ethical behavior in all of its activities and requires officers, volunteers and members to act in accordance with all applicable laws, regulations and policies and to observe high standards of professional activities and personal ethics in the conduct of their duties and responsibilities.

This whistleblowing policy is intended to cover protections for any individual if he or she raises concerns regarding **COMPONENT ORGANIZATION NAME**, such as concerns regarding:

- incorrect financial reporting;
- unlawful activity;
- activities that are not in line with **COMPONENT ORGANIZATION NAME** policies, including the purpose of the local; or
- activities, which otherwise amount to serious improper conduct.

#### **Safeguards:**

*Harassment or Victimization* - Harassment or victimization for reporting concerns under this policy will not be tolerated.

*Confidentiality* - Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

*Anonymous Allegations* - This policy encourages individuals to put their names on allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

*Acting in Good Faith* - Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy or a material accounting or auditing matter.

*Bad Faith Allegations* - Allegations in bad faith may result in disciplinary action.

Approved by the Board \_\_\_\_\_

**Procedure 1: Process for Raising a Concern**

*Reporting-* The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting, unethical or illegal conduct may be reported directly to the Local Association Development Committee (LADC)\*.

**Procedure 2: How the Report of Concern Will be Handled**

The action taken by **COMPONENT ORGANIZATION NAME** in response to a report of concern under this policy will depend on the nature of the concern. The LADC shall receive information on each report of concern and consult with the local officers with information on actions to be taken.

*Initial Inquiries* - Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

*Further Information* -The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

\*Local Association Development Committee  
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Approved by the Board \_\_\_\_\_