



## **Whistleblower Policy**

### **General**

The Community Foundation of Dunn County requires Directors, officers and employees to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Foundation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations

### **Reporting Responsibility**

It is the responsibility of all Directors, officers and employees to comply with these standards and to report violations or suspected violations in accordance with this Whistleblower Policy.

A “whistleblower” is a person or entity making any good faith communication that discloses, or demonstrates an intention to disclose, information that may evidence an improper activity or condition. The whistler blower’s role is as a reporting party. They are not investigators or finders of fact, nor do they determine the appropriate corrective or remedial action that may be warranted.

Reports of allegations of suspected improper activities are encouraged to be made in writing so as to assure a clear understanding of the issues raised. Such reports should be factual rather than speculative or conclusory, and contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of the preliminary investigative procedures.

### **No Retaliation**

No Director, officer or employee who is good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

*This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Foundation prior to seeking resolution outside the Foundation.*

### **Reporting Violations**

The Foundation suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not

comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Committee of the Community Foundation of Dunn County Board of Directors. Any employee may also report any concern about the financial or accounting policies or practices of the Foundation to the Treasurer of the Foundation.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation 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

**Handling of Reported Violations**

The Executive Committee of the Board of Directors will notify the sender and acknowledge receipt.

---

**Acknowledgement of receipt of policy:**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Adopted by the BOD on 5/21/14