

United Way of Greater Eau Claire

Statement of Policy

Subject: Personnel Policy: Proposed Whistleblower Protection Policy

**Adopted by the
Board of Directors: June 2006**

Purpose

The purpose of the Whistleblower Protection Policy is to afford all employees, volunteers, donors, vendors, agency representatives, consultants, agents or any other person affiliated with United Way of Greater Eau Claire (UWGEC) the opportunity to confidentially report known or suspected financial improprieties or misuse of UWGEC resources without fear of retaliation.

Policy: Reporting Known or Suspected Financial Improprieties

Reports of known or suspected financial improprieties should be made to the Ethics Officer. The report should be written and made as soon as possible after the events that gave rise to the report. The report should set forth in detail the basis for the individual's concern of financial impropriety or misuse of resources.

The Ethics Officer shall date and log all written reports of known or suspected financial improprieties or misuse of resources and record the results of the preliminary review. He/she also will acknowledge receipt of the report and confirm to the "complainant" that the matter is under review.

If the Ethics Officer determines a formal investigation should be conducted, the matter will be turned over to the Executive Committee for disposition.

If the Executive Committee does not refer the matter to the Board of Directors, and the individual who submitted the report believes further review is necessary, the individual may submit their report directly to the Chair of the Board of Directors.

Investigation

In the event of a formal investigation, the President of the Executive Committee and/or the Ethics Officer or his/her designee will thoroughly investigate the matter, meeting separately with all individuals named in the report, and with others who may have knowledge of the facts set forth in the report.

UWGEC will treat all financial impropriety reports, sources of such reports and their investigation confidential, recognizing, however, that in the course of investigating and resolving these matters some dissemination of information to others may be necessary and/or appropriate, particularly if legal action ensues.

Upon completion of the investigation, the President of the Executive Committee will report his/her findings and conclusions to the United Way Executive Committee. Based upon the report by the President of the Executive Committee, the Executive Committee will determine if, and in what form and manner, additional action will be taken.

"Appeal" Review

Depending on the circumstances, and at the discretion of the Executive Committee, persons implicated in the report and investigation of financial impropriety or misuse of resources may be given the opportunity to meet with the Executive Committee for further review and discussion of the matter. The involved party(s) must submit a written request for review of the matter by the Executive Committee within 15 days of the report's release. On completion of the "appeal" review, the person(s) will receive an oral explanation of the conclusions reached and the reasons for those conclusions. Decisions resulting from "appeal" reviews by the Executive Committee will be final.

Non-retaliation

If an individual filed a financial impropriety report in good faith, the individual will not be disciplined or otherwise penalized because of the report, regardless of whether or not the report is sustained. If it appears that a financial impropriety report was not filed in good faith, disciplinary action may be taken as determined by the Executive Committee.