



POLICIES: WHISTLEBLOWER

Purpose

This Whistleblower Policy is designed to:

- Provide a mechanism for employees and other organization leaders to raise good faith concerns regarding suspected violations of law or WCSL policy;
- Facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body;
- Protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of WCSL.

Scope

This Policy applies to any WCSL employees, including part-time, temporary, or contract employees, as well as members and other organization volunteers.

Policy

WCSL is committed to maintaining an organization where members or others are free to raise good faith concerns regarding WCSL's business practices. The Executive Committee ("Board") encourages:

- Reporting of suspected violations of the law;
- That members or others identify potential violations of WCSL policy, including those contained the WCSL Policies and Procedures Manual;
- Those reporting violations to provide truthful information in connection with any official inquiry or investigation.

WCSL expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of WCSL policies. Anyone who engages in retaliation will be subject to discipline at the discretion of the Board.

Procedure

Reports of suspected violations of law or policy and reports of retaliation should be made to the incumbent President or other Board member. Complaints will be investigated promptly and in a manner intended to protect confidentiality. The President or designee

will manage such investigation, and may request the assistance of counsel or other outside parties as he or she deems necessary. The President, in conjunction with Board members as may be needed will prepare a report of the findings of the investigation, and submit such report to the Board.

In the event that a report concerns the President, he or she shall recuse himself or herself from the proceedings, and the Board shall select an appropriate officer of WCSL to continue the investigation.

Anyone who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the WCSL President.