

YWCA of Central Virginia Whistleblower Policy -

YWCA requires employees, interns, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The Whistleblower Policy is intended to encourage and enable employees, interns, and volunteers to raise serious concerns within the YWCA prior to seeking resolution outside the organization.

No employee or anyone else who in good faith reports a violation will suffer harassment, retaliation or an adverse employment consequence. A employee, intern, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of their volunteer position or employment.

Reporting Responsibility

Each employee, intern, and volunteer for YWCA has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and/or (b) actions in thought to be in violation of the organization's compliance policies as developed for Form 990 (e.g., audit requirement, conflict of interest, compensation report etc)

Reporting a Concern:

Among board members and volunteers, concerns should be reported in writing to the Association Treasurer (treasurer@ywcacva.org) (or another member of the executive committee if the concern involves the treasurer) who will be responsible for investigating and making appropriate recommendations to the board of directors with respect to the reported concern. Anonymously submitted concerns will not be addressed.

Among staff member's reports should be made to one's direct supervisor, or the next senior staff member if the concern involves one's supervisor. If the concern involves the Chief Executive Officer, members should make their report to the Board President (president@ywcacva.org).

No Retaliation

As this Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to raise concerns within the organization for investigation and appropriate action no director, volunteer, or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from their volunteer position or

termination of employment.

Handling of Reported Violations

Among volunteers, the Association Treasurer addresses all reported concerns, immediately notifying the Audit Committee, if one exists, the Board president and the CEO. After this, the treasurer notifies the sender and acknowledges receipt of the concern as soon as possible.

Among staff members, the supervisor or person to whom the report is given immediately notifies the CEO who notifies the sender and acknowledges receipt of the concern.

After investigation by the designee or in the case of staff, the CEO, corrective action is recommended to the board of directors, if warranted. Action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern. Legal counsel, accountants, or any other resource may be secured to conduct a full and complete investigation of the allegations.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper action or practice. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

Confidentiality

Reports of concerns and investigations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.