

# **EMPOWER THROUGH HEALTH WHISTLEBLOWER PROTECTION POLICY**

## **General**

This Policy of Empower Through Health (1) encourages employees and volunteers to report credible information on illegal acts or policy violations; (2) identifies where such information can be reported; and (3) specifies that Empower Through Health will not retaliate against an employee or volunteer reporting in good faith.

## **Reporting**

Empower Through Health has an open-door policy and encourages reports, complaints, or inquiries about illegal acts or violations of policies, including illegal or improper conduct by Empower Through Health itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy include financial improprieties, accounting or audit matters, ethical violations, or other illegal or improper practices or acts. Other subjects on which Empower Through Health has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms. Reports, complaints, or inquiries about illegal acts or policy violations should be directed to your supervisor. 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 Director. If the matter concerns the Executive Director, or you are not satisfied with the Executive Director's response, you should direct your report, complaint or inquiry to the President of the Board of Directors.

## **No Retaliation**

No volunteer or employee who in good faith makes a complaint, inquiry or report shall suffer harassment, retaliation, or an adverse employment consequence by Empower Through Health. 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 Protection Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

## **Acting in Good Faith**

Anyone filing a complaint or report must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Reports of 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.

### **Handling of Reported Violations**

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Employees and volunteers must recognize that Empower Through Health may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

This Policy is hereby adopted and made immediately effective by affirmative vote by the Board of Directors as of August 31<sup>st</sup>, 2020.

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Jae Lee, Board Chairperson