

Whistleblower Policy

This **Whistleblower Policy** of Name of organization goes here: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the GASOPHE; (2) specifies that the GASOPHE will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Name of organization goes here encourages complaints, reports or inquiries about illegal practices or serious violations of the Name policies, including illegal or improper conduct by the Name itself, by its leadership, or by others on its behalf. Appropriate subjects to rise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Name has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Name human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from retaliation.** The Name prohibits retaliation by or on behalf of the Name against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Name reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Name chief executive or Chairperson of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to SGF non-implicated executive board member. The SGF will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the SGF may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Date adopted: _____

Executive Board Member Signature: _____