



Whistleblower Protection

Policy

The Board expects all of its board members and employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and guidelines. The Board encourages and requires staff and board members to report possible violations of these Board expectations. Participants, volunteers, contractors, and concerned citizens are encouraged to report possible violations, when done in good faith.

It is the responsibility of an employee or Board member who is aware of conduct on the part of any other employee or Board member that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of the his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report directly to the Board President.

After such a report is made, the employee will be asked to put the report in writing. Any employee making such a report will be protected from discipline, retaliation, or reprisal for making such report as long as the employee had a good faith belief as to the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for knowingly making a false report under this policy. Employees may also be subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law involving or relating to the business of Willow Tree and they do not make a report confirmed in writing to a supervisor according to this policy.

Adopted August 6, 2013