

OPPORTUNITY HOUSE WHISTLEBLOWER POLICY

Purpose

This Whistleblower Policy is designed to provide a mechanism for employees and organization leaders to raise good faith concerns regarding suspected violations of law or Opportunity House's policies; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body; and to protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of Opportunity House.

Scope

This Policy applies to all Opportunity House employees, including part-time, temporary and contract employees, Executive Director, site coordinators, directors, officers, and volunteers.

Policy

Opportunity House is committed to maintaining a workplace where employees are free to raise good faith concerns regarding Opportunity House's business practices. Employees should be encouraged to report suspected violations of the law on the part of Opportunity House; to identify potential violations of Opportunity House policy and to provide truthful information in connection with any official inquiry or investigation.

Opportunity House expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, and any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Opportunity House policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Procedure

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The Executive Director will manage such investigation, and may request the assistance of Board counsel or other outside parties as he/she deems necessary. The Executive Director will prepare a report of the findings of the investigation and submit such report to the Chair of the Board of Directors.

In the event that a report concerns the Executive Director, he/she shall recuse himself/herself from the proceedings, and the Board Chair shall select an appropriate officer of Opportunity House to continue the investigation. In the event that a report concerns the Board Chair, he/she shall recuse himself/herself from the proceedings, and the Board of Directors shall select an appropriate officer of Opportunity House to continue the investigation.

Any employee 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 his or her supervisor unless the alleged retaliation involves said supervisor. In that instance, the report should be made to the Executive Director. In the event the incident involves the Executive Director, the report should be made to the Board Chair.

