



Policies & Procedures

Policy Name: Whistleblower Policy	Effective Date: January 1, 2019
Area: Work Culture & Environment	Revised Date: January 1, 2019
Owner: Human Resources	This policy replaces and supersedes all prior versions.
All HFP policies are confidential, intended for HFP use only and subject to change at any time.	

HFP is committed to facilitating open and honest communication about its governance, finances, and compliance with all applicable laws and regulations. HFP requires all members of its Board of Directors (“Board”) and all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Members of the Board, employees, and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all laws and regulations that apply to their work. This Whistleblower Policy identifies practices and principles of behavior that support this commitment. It is important that HFP be notified about unlawful or improper workplace behavior including, but not limited to, any of the following conduct:

- Theft;
- Financial reporting that is fraudulent, intentionally misleading, or negligent in any manner;
- Improper or undocumented financial transactions;
- Forgery or alteration of documents;
- Unauthorized alteration or manipulation of computer files;
- Improper destruction of records;
- Improper use of HFP assets, or waste of those assets including but not limited to its funds, supplies, use of employee time, intellectual property including its trade name, and other assets;
- Improper access or use of confidential donor information;
- Authorizing or receiving compensation for goods not received or services not performed;
- Violation of HFP’s conflict of interest policy;
- Any other improper occurrence regarding cash, financial procedures, or reporting;
- Any abuse of, or unlawful discrimination against, an HFP employee, vendor, HFP client, HFP ultimate service recipient or person connected with an employee, representative or HFP client;
- A failure by HFP to provide a reasonable accommodation when required by law;
- Violation of a state, federal or local law, regulation, ordinance designed to protect the interest of the public or HFP.

(Collectively referred to as “Whistleblower Concerns”)

No Retaliation

The purpose of this policy is to encourage the reporting, early detection, and correction of genuine Whistleblower Concerns. HFP affirmatively encourages members of the Board, or HFP employees or contractors, to report real or suspected improprieties without fear of retaliation or intimidation. To assure that Whistleblower Concerns are minimized and eliminated, HFP requests the assistance of every

member of the Board and every employee or contractor who has a reasonable belief or a reasonable suspicion that a Whistleblower Concern exists. HFP values this input and each member of the Board and each employee or contractor should feel free to raise issues of concern, in good faith, without fear of retaliation. Members of the Board and employees who do so will not be subject to removal, discipline, demotion, job loss, or retaliation. While HFP has separate policies that cover harassment and employment discrimination, allegations of this type of behavior are also covered by this policy.

Reporting Procedures

In order to encourage disclosure and allow for the effective investigation of all reports, it is important that all reports are submitted in writing according to the following procedures:

1. If the suspected violation involves an HFP employee, intern, or volunteer, the Representative shall immediately report the matter to the Chief Executive Officer.
2. If the suspected violation involves the Chief Executive Officer, the Representative shall immediately report the matter to the Chairperson of the Board.
3. If the suspected violation involves the Chairperson of the Board, the Representative shall immediately report the matter to the Vice Chair.
4. If the Representative is uncomfortable speaking with the appropriate authority as defined above, the Representative shall immediately contact any officer of the Board.

The report should include names and titles of individuals referred to in the report and specific information describing the suspected Whistleblower Concern including dates, times and locations where applicable.

Confidentiality

HFP encourages anyone reporting a Whistleblower Concern to identify him or herself when making a report in order to facilitate the investigation of the issue. However, reports may be submitted anonymously. Reports of Whistleblower Concerns or suspected Whistleblower Concerns will be kept confidential to the greatest extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable HFP or law enforcement to conduct an adequate investigation. When making a report, please know that the people accused of improper conduct will be confronted with the allegations made against them.

Once a report of a Whistleblower Concern has been made, disclosure of the report or its contents to individuals not involved in the investigation, or disclosure that compromises the integrity of the investigation, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. This confidentiality provision is essential to ensure that the investigator can perform a thorough investigation and prevent evidence from being fabricated, deleted or destroyed. Disclosure of a report of Whistleblower Concerns may also give rise to other actions, including civil lawsuits.

Acting in Good Faith

Anyone reporting a Whistleblower Concern must act in good faith and have reasonable grounds for believing the information disclosed relates to a Whistleblower Concern as defined by this Whistleblower Policy. For purposes of this policy, reporting in good faith means that the reporter has either firsthand knowledge of a Whistleblower Concern, or has received information from a source that a reasonable person would deem reliable that a Whistleblower Concern exists. The knowledge or information that serves as the basis for a good faith report must be of the type that a reasonably prudent person would

use to form an opinion that a Whistleblower Concern DOES exist or that one MIGHT exist. Certainty as to the existence of a Whistleblower Concern is not required for a report to be made in good faith.

Conversely, allegations that are false or that are 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 termination of employment, termination of agency relationship or removal from the Board. Such conduct may also give rise to other actions, including civil lawsuits. Examples of a bad faith report would include one based on facts that the reporter invents. It might also include a report that cannot be supported by real evidence when the reporter knew or should have known that the report was false or unsupportable. Intentionally false reports are another example of a bad faith report. While this policy is real and while HFP will make serious efforts to enforce the standards set forth herein, this policy is not to be used as a mechanism for harassment or revenge or for advancing one's personal agenda through false or malicious reports.

Handling of Reported Violations

The action taken by HFP in response to a report of a Whistleblower Concern under this policy will depend on the nature of the concern. Normally, all reports shall be disclosed immediately to the Chief Executive Officer, assuming the allegations are not against that person. If the CEO is the subject of the allegations, the report may be disclosed to the Director of Human Resources. These persons will then make decisions about who else, if anyone, should be notified of the report or its contents. These individuals will also make decisions about whether an investigation is warranted and, if so, how it will proceed. Some concerns may be resolved without the need for investigation. The amount of contact between the whistleblower and the person or persons investigating the concern will depend on the nature of the issue and the clarity of the information provided. Further information may be sought from or provided to the person reporting the concern.