

Whistleblower Policy

General

The United Way of Alamance County's (Organization) Code of Ethics ("Code") requires volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all volunteers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No volunteer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the code and is subject to discipline up to and including termination of employment or voluntary service. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

All known or possible breaches of the Code of Ethics shall be reported to a member of the Ethics Committee. All reports will be treated in confidence as much as the organization's duty to investigate and the law allow, and if confidentiality cannot be maintained, an individual disclosing the possible breach will be notified. All reported breaches will be investigated promptly and, if needed, appropriate action taken based on the policies of the Organization.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

All reports will be treated in confidence as much as the organization's duty to investigate and the law allow, and if confidentiality cannot be maintained, an individual disclosing the possible breach will be notified.

Handling of Reported Violations

The Chair of the Ethics Committee will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken.

Approved by the Board of Directors on *6/24/10*