

Policy & Procedure – Whistleblower Protection

Last Reviewed on February 17, 2012

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Policy

The following policy has been adopted to maintain the highest standards of conduct and ethics and comply with applicable laws and regulations.

1. Any suspected fraudulent, dishonest or unlawful activity or violation of the Organization’s policies by staff, board members, consultants, or volunteers will be investigated.
2. All individuals including staff, board members, consultants and volunteers, connected with this organization shall report suspected fraudulent, dishonest or unlawful conduct or violation of the Organization’s policies, including but not limited to waste, financial or other impropriety or abuse, to the attention of a responsible person who can be counted on to investigate the problem promptly and fairly. In other words, in these circumstances, all individuals are called on to act as “whistleblowers”.
3. Any staff member, board member, consultant or volunteer who in good faith reports dishonest, fraudulent, or unlawful activity or a violation of the Organization’s policies will not be fired or otherwise retaliated against for making the report. Even if the matter is determined not to constitute improper conduct, the individual making the report will not be retaliated against. Further, that person will not be subject to any punishment – including firing, demotion, suspension, reprimand, harassment, failure to be considered for promotion, or any other kind of discrimination – in retaliation for making the report.
4. Any staff member, board member, consultant or volunteer who in good faith objects to or refuses to participate in any activity that he or she in good faith believes is fraud, dishonest or unlawful activity or a violation of the Organization’s policies shall not be fired or otherwise retaliated against.

Procedure

1. The report of suspected waste, fraud, unlawful activity or violation of the Organization’s policies can be made in the following ways and anonymously, if so desired. Send a written report, email or telephone call to, or request a personal meeting with:
 - Your supervisor. If you are uncomfortable approaching your supervisor, then:
 - The President: Michael Bartlett, MBartlett@NHAudubon.org; 603-224-9909 ext. 314;
If you are uncomfortable approaching the President, then:
 - The Chair of the Audit Committee of the Board of Trustees [click to insert contact information] [TBD]
2. The report will be taken seriously and investigated.

3. The person or persons charged with alleged impropriety will be given an opportunity to respond to the allegations in person or in writing.
4. Following the investigation, this organization will:
 - a. Provide the person filing the report with a summary of the findings;
 - b. Take appropriate steps to deal with the issue addressed, including making operational or personnel changes, or justify why corrections are not necessary;
 - c. If warranted, contact law enforcement to deal with any suspected criminal activities.
5. This organization will maintain confidential records of all actions taken under this Policy.
6. The President has responsibility for compliance with this Policy.
7. The Audit Committee of the Board of Trustees has responsibility for oversight of compliance with this Policy.

Approved by the Board of Directors

Signature

Date

Title