

**Whistleblower and Non-Retaliation Policy  
of  
Military Veterans Resource Center**

**General Purpose**

Military Veterans Resource Center's By-laws, Conflict of Interest Policy, Financial Policy and other policies, procedures, laws and regulations [hereinafter called "Policies"], require directors, officers, employees, contractors and volunteers to observe high standards of business and personal ethics in the conduct of Military Veterans Resource Center duties and responsibilities. As representatives of Military Veterans Resource Center, honesty and integrity must be practiced in fulfilling organizational responsibilities and in complying with applicable laws and regulations.

**Reporting Responsibility**

It is the responsibility of all directors, officers, employees, contractors and volunteers to comply with and to report violations or suspected violations of Military Veterans Resource Center Policies.

**No Retaliation**

No director, officer, employee, contractor or volunteer who in good faith reports a violation of Military Veterans Resource Center Policies shall suffer harassment, retaliation or adverse employment consequence. An employee or contractor who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Military Veterans Resource Center prior to seeking resolution outside of the organization.

**Reporting Violations**

Directors, officers, employees, contractors and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, employees, contractors and volunteers should report to the Military Veterans Resource Center Executive Director. However, if an employee, contractor or volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that employee, contractor or volunteer is encouraged to report to any officer of the Board.

**Acting in Good Faith**

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of Military Veterans Resource Center Policies. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

**Confidentiality**

Upon the request of the complainant, Military Veterans Resource Center will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted

anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Executive Director or board officer has received the complaint or report. The Executive Committee shall be informed of all such complaints or reports.

Approved: March 27, 2013