



Series: 1200 Human Resources

Policy Name: **Protection of Reporters of Misconduct**

Policy Number: 1217

Origination Date: 11/01/2013

Revision Date: February 6, 2023

Policy: It is the policy of Communities Connected for Kids to protect to every extent possible employees who report employee misconduct in the workplace as covered under whistleblower protection laws.

Procedure:

1. Communities Connected for Kids requires directors, supervisors, employees, volunteers and interns to observe high standards of business and personal ethics and conduct in the performance of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable federal and state laws and regulations.
2. Communities Connected for Kids and its employees shall abide by all laws, rules and regulations; generally accepted accounting principles, the provisions of our executed contracts, agreements, leases, or other obligations, and the standards of the Council on Accreditation.
3. Employees have the right to object to and/or refuse to participate in any activity, policy, or practice which is reasonably believed to be in violation of the law, rule, or regulation that is applicable to Communities Connected for Kids business policy and practice.
4. Communities Connected for Kids strongly encourages employees and all subsequent staff to bring to management's attention any concerns of complaints regarding a real or a perceived danger to the health, safety, or welfare of others; unethical activities or practices; or any violation of laws, rules, or regulations engaged in by Communities Connected for Kids or any of its employees. The employee should promptly notify their immediate supervisor, the Chief Executive Officer, or Human Resources personnel.
5. Any person(s) reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper ethical and/or business violation. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious offense and may result in disciplinary action.
6. Reports of concerns and the outcomes of the resulting investigations shall be kept confidential to every extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious offense and may result in discipline, up to and including termination of employment.
7. Any employee who reports and participates in an investigation about Communities Connected for Kids actions perceived by them to be a violation of laws, rules, regulations, policies, ethics or a danger to the health, safety, or welfare of others, shall not be retaliated or discriminated against in any manner.
8. Any employee exhibiting discriminatory or retaliatory behavior toward another employee in violation of this policy shall be subject to disciplinary action, up to and including discharge.



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Approved: *Carol Deloach*
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Carol Deloach, CEO

February 6, 2023