



## **Assistance League® of Omaha Whistleblower Policy**

### **Purpose**

This Whistleblower Protection Policy is intended to encourage and enable members and non-members to raise serious concerns within Assistance League of Omaha prior to seeking resolution outside the organization. It is the intent of Assistance League of Omaha to adhere to all laws and regulations that apply to the organization and adhere to the highest standards of ethical and professional behavior. The support of all board members, staff and volunteers is necessary to achieving compliance with various laws and regulations. Any individual is protected from retaliation only if the alleged unlawful activity, policy, or practice is brought to the attention of Assistance League of Omaha and provides Assistance League of Omaha with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

### **Reporting of Concerns or Complaints**

It is the responsibility of all board members, members and volunteers to comply with Assistance League of Omaha Code of Ethics and applicable law and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **Confidentiality**

Assistance League of Omaha will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a fair investigation, or 2) for review of Assistance League of Omaha operations, independent public accountants, and legal counsel.

### **Retaliation**

Assistance League of Omaha will not permit any negative or adverse actions to be taken against any employee or individual for making a good-faith report of a possible violation of its Code of Ethics or applicable law, even if the report is mistaken, or against any individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of volunteer status (or employment). This Whistleblower Policy is intended to encourage and enable members, volunteers, (employees) and others to raise serious concerns within Assistance League of Omaha prior to seeking resolution outside the organization.

### **To Report Concerns or Complaints**

Any individual may communicate suspected violations of the Code of Ethics, applicable law, or other wrongdoing or alleged retaliation by contacting either the President or another board member of Assistance League of Omaha. It is not necessary that you give your name or position in any notification. Whether or not you identify yourself, for a proper investigation to be conducted, please provide Assistance League of Omaha with as much information as you can, sufficient to do a proper investigation, including where and when the incident occurred, names and titles of the individuals involved, and as much other detail as you can provide. If you have any questions regarding this policy, please contact the President of Assistance League of Omaha.

Members are asked to sign a Membership Acknowledgement Form to indicate their understanding and acceptance of this policy.