

Waite Park Community Council Whistleblower Policy

I. Purpose

The Waite Park Community Council, state and federal law require all of Waite Park Community Council's officers, board members, volunteers, consultants and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All members of the Waite Park Community Council must practice honesty and integrity in fulfilling their responsibilities and comply with the laws.

Therefore, the Waite Park Community Council will investigate complaints of suspected fraudulent or dishonest use or misuse of its resources or property by officers, board members, volunteers, consultants and employees. To maintain the highest standards of service, the Waite Park Community Council will also investigate complaints concerning its programs and services.

This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

II. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable officers, board members, volunteers, consultants and employees to raise serious concerns internally so that the Waite Park Community Council can address and correct inappropriate conduct and actions appropriately.

It is the responsibility of all officers, board members, volunteers, consultants and employees to report concerns about violations of the Waite Park Community Council's Conflicts of Interest Policy, code of conduct or suspected violations of law or regulations that govern the Waite Park Community Council's financial operations.

III. No Retaliation

An officer, board member, volunteer, consultant or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

IV. Designated Compliance Officer

The Waite Park Community Council's President, Treasurer, or another individual designated by the Board's will serve as Compliance Officer and is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

The Compliance Officer will advise the President and/or the Board of Directors of all complaints and their resolution. They will also report at least annually to the Board on compliance activity relating to accounting or alleged financial improprieties.

The Compliance Officer may be a third party designated by the Waite Park Community Council to receive, investigate, and respond to complaints or a particular complaint.

V. Reporting Procedure

The Waite Park Community Council has an open-door policy and suggests that anyone share their questions, concerns, suggestions, or complaints with the board. If you are not comfortable speaking with the board or you are not satisfied with their response, you are encouraged to speak with the President or Compliance Office.

VI. Confidentiality

Violations or suspected violations may be submitted anonymously or confidentially by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Accounting and Auditing Matters

The Waite Park Community Council's Compliance Officer will immediately notify the Board of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the appropriate body or committee until the matter is resolved.

VIII. Acting in Good Faith

Anyone filing a written 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. 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.

IX. Handling of Reported Violations

The Waite Park Community Council's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Approval & Adoption

Approved and adopted by a vote of the Board of Directors at a properly conducted meeting.

Secretary

Date