

<b>Policy Name:</b>	WHISTLEBLOWER POLICY
<b>Domain:</b>	Human Resources
<b>Policy Location:</b>	S:\POLICIES & PROCEDURES\WHISTLEBLOWERPOLICY
<b>Approved By:</b>	Millie Adan, Chief Human Resources Officer
<b>Effective Date:</b>	7/31/2009
<b>Date(s) of Revision:</b>	8/30/2013
<b>References:</b>	Personnel Policies & Procedures Manual

## STATEMENT OF PURPOSE

The purpose of the whistle blower policy is to ensure that staff of SOS Children's Villages Illinois reporting suspected misconduct maintains anonymity and are protected from employment-related retaliation.

## POLICY STATEMENT

- I. If an employee has a reasonable belief that an employee or SOS Children's Villages Illinois has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Executive Director. If the employee does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to the Chief Human Resources Officer.
- II. All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, SOS Children's Villages Illinois will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.
- III. SOS Children's Villages Illinois will not retaliate against an employee in the terms and conditions of employment because that employee:
  - a. Reports to a supervisor, to the Executive Director, the Board of Directors or to a federal, state, or local agency what the employee believes in good faith to be a violation of the law
  - b. Participates in good faith in any resulting investigation or proceeding
  - c. Exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights
- IV. In addition, SOS Children's Villages Illinois will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by SOS Children's Villages or any of its employees of a violation of any applicable law or regulation.

## APPLICABILITY

This policy applies to all SOS Children's Villages Illinois staff.

SOS Children's Villages Illinois may take disciplinary action, up to and including termination, against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

## DEFINITIONS

**Whistleblower:** an employee who discloses information that she or he reasonably believes is evidence of illegality, gross waste or fraud, mismanagement, abuse of power, general wrongdoing, or a substantial and specific danger to public health and safety.

**Good faith:** accordance with standards of honesty, trust, sincerity, etc.

## GETTING HELP

For more information about Whistleblower Protection, consider the following resources:

- Directorate of the Whistleblower Protection Program (DWPP) - U.S. Department of Labor, OSHA
  - Website: <http://www.whistleblowers.gov/>
  - Address: 200 Constitution Avenue, NW, Room N-4624, Washington, DC 20210
  - Phone: (202)693-2199