



Bloomington-Normal YMCA Whistleblower Policy

The Bloomington-Normal YMCA is committed to lawful and ethical behavior in all of its activities and requires directors, volunteers, and employees to act in accordance with all applicable laws, regulations, and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The objectives of the YMCA's **Whistleblower Policy** include:

1. Preventing or detecting and correcting improper activities.
2. Encouraging each director, officer, employee and volunteer (Reporting Individual) to report what he or she in good faith believes to be a material violation of law or unethical conduct.
3. Ensuring the receipt, documentation, retention of records, and resolution of reports received under this policy.
4. Protecting *Reporting Individuals* from illegal, retaliatory action.

Reporting Responsibility

Each Reporting Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by the YMCA, its officers, directors, employees, volunteers, agents, or other representatives. Reporters must also report actions that need to be taken to achieve compliance with law or policy or with generally accepted accounting practices. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

1. Providing false or misleading information on the YMCA's financial documents, grant reports, tax returns, or other public documents.
2. Providing false information to or withholding material information from YMCA's auditors, accountants, lawyers, directors, or other representatives responsible for ensuring compliance with fiscal and legal responsibilities.
3. Embezzlement, use of organization funds for private benefit, or misappropriation of funds.
4. Material violation of policy, including among others, confidentiality, conflict of interest, whistleblower, ethics, and document retention.
5. Facilitation or concealing any of the above or similar actions.

Reporting Concerns

Employees

Whenever possible, employees should seek to resolve concerns by reporting issues directly to his/her manager or to the next level of management as needed until matters are satisfactorily resolved. However, if for any reason an employee is not comfortable speaking to a manager or does not believe the issue is being properly addressed, the employee may contact the director of human resources or CEO. If an employee does not believe that these channels of communication can or should be used to express his/her concerns, an employee may contact the chair of the YMCA's personnel committee. Whenever practical, reports should be in writing.

Directors and Other Volunteers

Directors and Board committee members may submit concerns to the board chair or directly to the chair of the Executive committee. Contact information for the board chair and chair of the Executive committee may be obtained by contacting the CEO or Board Chair. Concerns may be submitted anonymously. Because it is impossible to seek additional information from a Reporting Individual about anonymous reports, it is essential that such reports contain as much specific information as possible.

Handling of Reported Violations

All reports filed in accordance with this policy will be investigated with due care and promptness. Matters reported internally without initial resolution will be investigated to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. A full report of all matters raised under this policy will be reported to the Executive committee. The Executive committee may conduct a further investigation upon receiving the report from the board chair.

For matters reported directly to the Executive committee chair or the board chair, the audit committee shall promptly acknowledge receipt of the complaint to the complainant if the identity of the complainant is known and conduct an investigation to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Executive committee shall promptly report its findings to the executive committee.

Authority of Executive Committee

The Executive committee shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, private investigators, or any other resource that the committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

No Retaliation

This Whistleblower Protection Policy is intended to encourage and enable directors, volunteers, and employees to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a concern shall be threatened, discriminated against or otherwise subject to retaliation or, in the case of an employee, suffer adverse employment consequences as a result of such report. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy or a material financial or auditing matter. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

Confidentiality

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, cannot guarantee complete confidentiality. Staff, directors, and others involved with the

investigation are expected to hold information as confidential.to ensure the investigation is not hindered

VI. AFFIRMATION

I hereby state that:

- (i) I have received a copy of the Bloomington-Normal YMCA's Whistleblower Policy,
- (ii) I have read and understand the Policy,
- (iii) I agree to comply with the Policy,
- (iv) I understand that the Bloomington-Normal YMCA is a charitable organization and that, to maintain its federal tax-exempt status, it must engage primarily in activities that accomplish one or more of their tax-exempt purposes,
- (v) I agree to report to the appropriate person (1) any change in the responses to each of the foregoing questions that may result from changes in circumstances or (2) any further financial interest, situation, activity, interest or conduct that may develop before completion of my next annual Questionnaire, and
- (vi) The information contained in this Questionnaire is true and accurate to the best of my knowledge and belief as of the date below.

Signed: _____

Print Name: _____

Date: _____