



## HIS-OC Whistleblower and Non-Retaliation Policy

Homeless Intervention Services of Orange County, HIS-OC, prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, the Organization has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any employee or volunteer who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to Carrie Buck, Executive Director, to allow the organization to investigate, and if applicable, correct the situation or condition.

If the Executive Director is involved or believed to be involved in the matter being reported, employees and volunteers may report the event to the next highest or another level of management, including a board committee or member. The organization will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

“Financial wrongdoing” may include, but is not limited to:

- Questionable accounting practices
- Fraud or deliberate error in financial statements or recordkeeping
- Deficiencies of internal accounting controls
- Misrepresentations to organization officers or the accounting department (including deviation from full reporting of financial conditions)

If any employee or volunteer reports in good faith what they believe to be a violation of the law and/or financial wrongdoing to the organization, its legal counsel, or to a federal, state, or local agency, or assists in an investigation concerning financial wrongdoing, it is the organization’s policy that there will be no retaliation taken against the employee.

A whistleblower who makes a report that is not done in good faith is subject to discipline, including termination or other legal means, to protect the reputation of the organization and members of the board and staff.

Anyone who retaliates against the whistleblower (who reported an event in good faith) will be subject to discipline, including termination.

Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director.

Employee:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name