



Whistleblower Policy: Reporting Suspected Violations of Law and Policy

Policy

The Litchfield Community Center, Inc. is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the Community Center's business practices, specifically: (1) reporting suspected violations of law on the part of the organization, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of organization policy, specifically the policies contained in Litchfield Community Center's Employee Handbook of Policies and Procedures Manual.

An employee who wishes to report a suspected violation of law or Litchfield Community Center policy may do so confidentially by contacting the Executive Director or the president of the Board of Directors, or anonymously by calling or submitting a letter to the CT Association of Non-profits solely for the purpose of maintaining the anonymity of the source. Contact information for the CT Association of Non-profits is available on the organization's website www.ctnonprofits.org.

The Litchfield Community Center expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of the organization's policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: The Executive Director, The President of the Board of Directors or the CT Association of Nonprofits. The Executive Director who receives complaints of retaliation must immediately inform the President of the Board of Directors and the Chair of the Personnel Committee.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Executive Director, The President of the Board of Directors or the Chair of the Personnel Committee will record the suspected violation of law or policy relates and will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly, or indirectly where appropriate, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Personnel Committee of the Board of Directors.

In the event that a report of a suspected violation of law or policy or retaliation involves an individual who reports to the Executive Director or the President of the Board of Directors, directly related to the function to which the suspected violation of law or policy relates, or to staff who report directly to the Executive Director or President of the Board of Directors, then these individuals will not participate in the investigation and the Personnel Committee will conduct the investigation.

Purpose

To provide a mechanism for employees to raise good faith concerns regarding suspected violations of the law on the part of the Litchfield Community Center, Inc. and anyone related to this organization, to cooperate in an inquiry or investigation by a court, agency, law enforcement, or other governmental body, or to identify potential violations of organization policy; and to protect employees who take such action from retaliation.