

POLICY



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Whistleblower Policy

The Eau Claire Community Foundation's Board of Trustees has adopted this Policy to assist the Foundation's director, officers, employees, agents, and fiduciaries (which include supporting organizations, affiliate funds, and volunteers) in fulfilling their obligations and commitments.

General

The Eau Claire Community Foundation requires trustees, officers, employees, agents, and fiduciary which includes supporting organizations and volunteers to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Foundation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Scope

All officers, directors, and employees, including temporary employees, consultants, volunteers, and other agents, and members of the general public who come in contact with such individuals, are covered by the scope of this policy and its guidelines.

Policy

It is the responsibility of all those noted in the Scope of this Policy to comply with these standards and to report violations or suspected violations in accordance with this Whistleblower Policy.

The objectives of the Eau Claire Community Foundation's whistleblower policy are to establish policies and procedures to:

- Prevent or detect and correct improper activities
- Encourage each officer, employee, and volunteer (reporting individual) to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by the Eau Claire Community Foundation
- Provide a means for members of the general public in contact with Foundation employees, representatives, or agents to report similar concerns
- Ensure the receipt, documentation, retention of records, and resolution of reports received under this policy
- Protect reporting individuals from retaliatory action

A "whistleblower" is a person or entity making any good faith communication that discloses, or demonstrates an intention to disclose, information that may evidence an improper activity or condition. The whistleblower's role is as a reporting party. They are not investigators or finders of fact, nor do they determine the appropriate corrective or remedial action that may be warranted.

Reports of allegations of suspected improper activities are encouraged to be made in writing so as to assure a clear understanding of the issues raised. Such reports should be factual rather than speculative or conclusory, and contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

Reporting Concerns

Employees, Contingent Staff, Volunteers, Consultants, and Others

The Foundation suggests that these individuals share their questions, concerns, suggestions or complaints with the Executive Director. However, if you are not comfortable speaking with the Executive Director or you are not satisfied with the Executive Director's response, you are encouraged to speak with the Executive Committee of the Eau Claire Community Foundation Board of Trustees. Any employee may also report any concern about the financial or accounting policies or practices of the Foundation to the Treasurer of the Foundation. The Executive Director may report concerns to the Executive Committee. This Whistleblower Policy shall be available on the Foundation's website.

Handling of Reported Violations

The executive committee of the Board of Trustees will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated by the Executive Director and Executive Committee to determine if the allegations are true, whether the issue is material, and apply appropriate corrective action if warranted by the investigation. The Eau Claire Community Foundation staff will issue a full report of all matters raised under this policy to the Executive Committee.

Authority of the 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

No individual who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. **This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Foundation prior to seeking resolution outside the Foundation.**

Acting in Good Faith

Anyone filing a 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 of the Code. 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.

Confidentiality

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

Revisions:

Revised on April 4, 2011 with our new logo.

Revised on July 26, 2012 for National Standards reconfirmation.

Revised on April 25, 2013, no retaliation "no trustee office or employee" changed to individual.

Revised on July 27, 2017 this policy added supporting organization and volunteers.

Revised on December 6, 2019 addition of affiliate funds.