WYO HELP

WHISTLEBLOWER POLICY

Policy 7.7 - Reference Copy

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Purpose and Definition

A whistleblower under this policy is an employee, Board member, officer, volunteer, contractor, or other person associated with WYO HELP who reports an activity that the person reasonably believes may be illegal, dishonest, fraudulent, unethical, or otherwise improper. The person making the report is not responsible for investigating the activity or determining fault or corrective measures. Those responsibilities belong to the appropriate management or Board officials.

Examples of Reportable Activity

Examples include violations of federal, state, or local law; billing for services not performed or goods not delivered; theft or misuse of funds or property; falsification of records; conflicts of interest that are not disclosed; and other fraudulent, dishonest, or materially improper conduct.

Reporting Concerns

A person with knowledge of or a good-faith concern about illegal, dishonest, fraudulent, unethical, or improper activity should promptly report the concern to the Executive Director. When the concern involves the Executive Director, or when reporting to the Executive Director would otherwise be inappropriate, the report should be made to the Board Chair/President or another Board officer.

Reports should contain enough information to permit a reasonable review. The reporting person should exercise sound judgment and avoid baseless allegations. A person who knowingly and intentionally files a false report may be subject to disciplinary or other appropriate action.

Confidentiality

WYO HELP will protect the confidentiality of a reporting person insofar as reasonably possible. However, identity or other information may need to be disclosed to conduct a thorough investigation, comply with law, protect due-process rights, or take corrective action.

Protection Against Retaliation

WYO HELP will not retaliate against a person who makes a good-faith report or participates in an authorized investigation. Prohibited retaliation includes adverse employment or service actions, threats, intimidation, harassment, reduced compensation, unfavorable assignments, removal from duties, or other materially adverse treatment because of the report or participation.

Anyone who believes retaliation has occurred should immediately contact the Human Resources Director, if that position exists, the Executive Director, or the Board Chair/President. Protection from retaliation does not provide immunity for a reporting person's own misconduct when that conduct is separately alleged and investigated.

Investigation and Corrective Action

Reports will be promptly submitted to the Executive Director or appropriate Board officer, who is responsible for ensuring that the matter is reviewed, investigated as appropriate, documented, and addressed through corrective action when warranted. Individuals covered by this policy are expected to cooperate with authorized investigations.

Defend Trade Secrets Act Notice

Under the Defend Trade Secrets Act, an individual will not be held criminally or civilly liable under federal or state trade-secret law for disclosing a trade secret when the disclosure is made in confidence to a federal, state, or local government official, directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or when the disclosure is made in a complaint or other document filed under seal in a lawsuit or other proceeding.

An individual who files a retaliation lawsuit for reporting a suspected violation of law may disclose the trade secret to the individual's attorney and use the information in the court proceeding, provided that any document containing the trade secret is filed under seal and the trade secret is not disclosed except pursuant to court order.

Questions

Questions regarding this policy should be directed to the Executive Director and/or the Board Chair/President.

Board acknowledgments are completed electronically through the WYO HELP Board Member Certification system and retained with Board governance and compliance records.