

## NAHRO Whistleblower Policy

**1) Applicability.** This policy shall be applicable to the NAHRO National President, National Senior Vice President, all National Vice Presidents with portfolio, all members of the NAHRO Board of Governors, and all NAHRO employees. The persons to whom these provisions are applicable are herein called “the Protected Parties.”

**2) Policy.** It is the policy of NAHRO to comply with all applicable laws and regulations, including those that are internal to NAHRO, such as the NAHRO Constitution and policies and procedures adopted from time to time by the Board of Governors or promulgated by the Executive Director. Further, it is NAHRO’s policy to encourage the participation of its officers, members of its Board of Governors and its employees to ensure that such compliance occurs. This may be accomplished in part by adopting and observing this policy protecting employees and other members of the NAHRO leadership who assist NAHRO in good faith with its compliance goals.

**3) Protection of Complainants/Nonretaliation.** NAHRO prohibits retaliation by or on behalf of NAHRO against Protected Parties for making good faith complaints, reports or inquiries under this policy or for cooperating with any review or investigation under this policy. This protection extends to those who act in good faith but ultimately prove to be mistaken. However this policy does not protect persons who make bad faith, knowingly false or vexatious complaints, reports or inquiries or who otherwise abuse this policy, and such persons may be subject to disciplinary action or dismissal. Further, a Protected Party is protected from retaliation only if he or she brings an alleged unlawful or improper activity to the attention of NAHRO and provides NAHRO with a reasonable opportunity to investigate and correct the alleged unlawful or improper activity. Failing such action to correct within a reasonable time, however, a Protected Party is protected from retaliation if he or she discloses or threatens to disclose to a supervisor, or public body an activity that he or she reasonably and in good faith believes to be in violation of law or regulation or to the Board of Governors an activity that he or she reasonably and in good faith believes to be in violation of the NAHRO Constitution or its policies and procedures.

**4) Where to Report.** A Protected Party may file a complaint, report or request for inquiry to the National President and either the Executive Director, or the Director of Finance and Administration or the General Counsel. If the matter alleged involves the National President the complaint, report or request for inquiry shall be filed with the National Senior Vice President and another of the staff designated above. The complaint, report or request for inquiry must be in writing but need not be in a particular format. It may be anonymous, although Protected Parties should be aware that anonymity may make effective investigation of the matter more difficult. The complaint, report, or request for inquiry should avoid vagueness and contain sufficient detail to enable NAHRO to adequately investigate the facts surrounding matters alleged.

**5) Confidentiality.** Unless requested or made public by the actions of the originating party, the identity of the originating party of a complaint, report or request for inquiry shall be confidential.

**6) Investigation/Reporting.** Upon receipt of a complaint, report or request for inquiry, NAHRO will undertake a review and, if necessary, an investigation, of the matter alleged. Primary responsibility for the review and investigation shall rest with the General Counsel, who shall first review the matter to determine if, assuming the facts alleged are true, whether the matter involves a legal or ethical impropriety. (If the matter involves alleged misconduct on the part of the General Counsel, the Executive Director shall engage outside counsel to make such determination.) If the General Counsel determines that the matter does not, if factually proved, involve a violation of law, regulation, policy, or procedure to which this policy is applicable, he or she shall report this in writing to the Executive Director, National President and the party originating the complaint, report or request for inquiry. If the General Counsel determines that the complaint, report or request for inquiry may, if factually proved, have legal merit, he or she shall undertake a full investigation of the facts and shall determine if corrective action is warranted. If practicable, this investigation shall be completed within 90 days after the receipt of the complaint, report or request for inquiry. In any case involving an allegation concerning financial improprieties or audit, the General Counsel shall conduct the investigation in cooperation with the Chair of the National Budget and Administration Committee. Upon completion of the investigation, the General Counsel shall deliver a written report concerning the matter to the Executive Director, the national President and the party originating the complaint, report or request for inquiry. The report shall contain findings of fact and law resulting from the investigation and shall state corrective actions, if any, recommended by the General Counsel concerning the matter.

October 2008