

## **Lydia's House Whistleblower Policy**

### **Policy:**

Lydia's House (LH) requires officers & directors of the board as well as employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Honesty and integrity must be the practice related to all laws and regulations. (This is not intended as a reporting mechanism for interpersonal issues or every day procedures but rather legal and/or financial mismanagement issues.)

Non-compliance with any of the above matters or other questionable practice must be reported. A director, officer or employee can identify themselves when reporting a suspected violation or may do so anonymously. LH expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions or any other form of retaliation, against employees who file a report, cooperate in inquiries/investigations or identify potential violations. Any officer/director/employee who engages in retaliation will be subject to discipline, up to and including termination/removal from office.

### **Procedures:**

#### Reporting Violations

Directors & officers of the board of directors, as well as employees should report a suspected violation to the president or treasurer of the board of directors.

#### Investigations

The president or treasurer will investigate all reports filed with due care and promptness. The individual receiving the report will acknowledge receipt of the report to the complainant, if the identity of the complainant is known, and will conduct an investigation to determine if the allegations are true, whether the issue is material and what, if any, corrective action is necessary.

The board officer to whom the report was made shall inform the other board officer of said investigation/report.

#### Acting in Good Faith

Anyone filing a report must be acting in good faith and have reasonable grounds for believing that a law or regulation has been violated. Any report that proves not to be substantiated and was made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

#### Confidentiality

Because it is impossible to seek additional information on an anonymous report, it is essential that such reports contain as much specific information as possible. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. LH cannot guarantee complete confidentiality. Disclosure of information relating to an investigation under this policy to individuals not involved in the investigation will be viewed as a serious disciplinary offense. With respect to employees, this may result in discipline, up to and including termination of employment. With respect to directors and officers, this may result in discipline, up to and including being removed from office.

Note: As of 2/2012 board president is Susan Venn, [ssvenn827@aol.com](mailto:ssvenn827@aol.com) and the treasurer is Mark Sableman, [msableman@thompsoncoburn.com](mailto:msableman@thompsoncoburn.com)