

Tucson Interfaith HIV/AIDS Network

Whistleblower Policy

General

TIHAN requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, employees, and volunteers to observe ethical standards, and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, employee, or volunteer who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence, regardless of whether or not the report is sustained. Anyone 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 organization prior to seeking resolution outside the organization.

Reporting Violations

If anyone reasonably believes that some policy, practice or activity of TIHAN is in violation of law, or a clear mandate or public policy, a written complaint must be filed with the Executive Director or a member of the Human Resources Committee, who shall be responsible for investigating all allegations concerning violation, and making recommendations to TIHAN's Board of Directors. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization's open door policy, individuals should contact the Executive Director or a member of the Human Resources Committee directly.

Accounting and Auditing Matters

The audit committee (Finance Committee) of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. TIHAN's Executive Director or Human Resources Committee shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of unethical behavior must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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.

Handling of Reported Violations

The Executive Director or Human Resources Committee will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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PROCEDURE:

TIHAN seeks to prevent, detect, respond to, report, and resolve conduct that does not conform to applicable laws and regulations, and the organization's ethical standards/code of conduct and to establish mechanisms for staff members, volunteers, clients, donors, and others to ensure that questions and concerns are appropriately addressed. TIHAN staff and volunteers et al should report any suspected cases of fraud, waste and/or abuse, as well as any violations to applicable local, state and federal laws without fear of retribution.

1. Suspected legal and/or ethical violations should be reported to TIHAN's Executive Director at phone number 520-299-6647. Should the suspected legal and/or ethical violation concern the Executive Director, then such reports should be directed to TIHAN's Human Resources Committee Chairperson Melinda Sims at wndrzfan@netzero.com.
2. The Executive Director will inform the Chair of TIHAN's Human Resources Committee within 24 hours. If the complaint involves the Executive Director, the Human Resources Committee Chair will inform TIHAN's Board President within 24 hours.
3. If an allegation and/or complaint requires further investigation, an investigation will be initiated within 72 business hours.
4. TIHAN's Human Resources Committee will review and compile a written report of the findings within 60 business days. Final reports will include a complete description of all corrective actions taken, and any recommendations for changes to TIHAN's policies and/or procedures.
5. The Human Resources Committee Chair or the Executive Director will communicate in writing to the person who filed the report within 60 business days the status of the investigation.
6. The Executive Director and/or the Human Resources Committee Chair will ensure that all allegations, investigations, and/or complaints will be reviewed with the Board of Directors as required.
7. All suspected violators and/or violations will be handled accordingly and will be resolved in a manner that ensures the integrity of TIHAN's compliance with applicable guidelines and laws.

By signing below, I acknowledge that I have reviewed and understand the contents of this policy and procedure.

Signature

Printed Name

Date