The Watershed Center's
WHISTLEBLOWER POLICY & PROCEDURE
Adopted by the Board of Directors on 09/20/2016

Policy

The objective of the Watershed Center's Whistleblower Policy is to establish a policy for the protection of directors, volunteers and employees, who may choose to report a concern about Watershed Center operations, from retaliation, harassment, or adverse employment consequences related to complaints that they file.

Procedure

The Watershed Center encourages directors, other volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization should practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Detailed are the procedures for reporting violations of (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of applicable laws and regulations internally or in relation to an LWOG-hired contractor's work, and (c) other breaches of business or personal ethics (herein collectively referred to as Concerns) regarding conduct by an employee, director, or other volunteer of Left Hand Watershed Center. Also detailed are procedures for the receipt, retention, and response for complaints received.

Reporting Responsibility

If and when a director, volunteer, and employee of the Watershed Center has or becomes aware of a Concern, he or she is encouraged to report in accordance with this Whistleblower Policy within 90 days of discovering the Concern.

Receipt of Concerns

All reported Concerns will be forwarded to the Executive Director and/or the President in accordance with the procedures set forth herein. The Executive Director and/or the President shall be responsible for investigating, and making appropriate recommendations to the board of directors, with respect to all reported Concerns.

No Retaliation

This Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no director, volunteer or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences related to whistleblower complaints. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in

good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Reporting Concerns

Employees should share their concerns with someone who can address them properly. In most cases their supervisor is in the best position to address a concern. However, if the employee is not comfortable speaking with the supervisor about the concern, the employee is encouraged to speak with the Executive Director or the President or someone else on the board with whom they are comfortable in approaching.

Directors and other volunteers should submit concerns in writing directly to the Executive Dirctor or President.

Handling of Reported Violations

The President and/or the Executive Director shall address all reported concerns, and will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be investigated, and appropriate corrective action will be recommended to the board of directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

The Executive Director and/or President will have the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Acting in Good Faith

Anyone reporting a concern about the Watershed Center's operations must act in good faith and have reasonable grounds for believing the information reported indicates a violation of the law, or constitutes an inappropriate accounting or financial practice, or other breach of business or personal ethics. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offence and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

Confidentiality

Reports on concerns, and investigations pertaining thereto, shall be kept confidential to the extent practical, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

Statement of Understanding

I have read and understand the Watershed Center's whistleblower policy.

Name: _____

Signed: _____

Date: _____