

Lockport CARES, Inc.

Policy Date: March 2014

Regarding: Policy on Suspected Misconduct, Dishonesty, Fraud and Whistle-blower Protection. To be distributed to directors, officers, employees and volunteers.

If any person knows of or has a suspicion about misconduct, dishonesty or fraud, the Executive Director should be contacted. If the alleged wrongdoing concerns the Executive Director, then the Board President or other officer or director of the organization should be notified instead.

If the Executive Director, President or other officer of the organization receives information about misconduct, dishonesty or fraud, they shall inform the Board, which shall determine the procedure for investigating all credible allegations.

At all times, the privacy and reputation of individuals involved will be respected. There will be no punishment or other retaliation for the reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.