

El Buen Pastor Latino Community Services Whistleblower Policy

Article I: Purpose

El Buen Pastor Latino Community Services (EBP/LCS) is committed to ensuring that all staff, board members, and volunteers observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of EBP/LCS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws, regulations and policies. Staff, board members, consultants, and volunteers are encouraged to report suspected improprieties (i.e., to act as “whistleblower”), pursuant to the procedures set forth below.

Article II: Definitions

1. Reportable improprieties

Some examples of improprieties that should be reported include:

- Any fraudulent or dishonest conduct;
- A deliberate act or failure to act with the intention of obtaining an unauthorized benefit;
- Violation of any local, state, or federal laws or regulations;
- Violation of any policies adopted by EBP/LCS.

2. Whistleblower

An employee, consultant, or volunteer who informs a supervisor or the chief executive about an activity relating to EBP/LCS which that person believes to be an impropriety.

3. Baseless Allegations

Allegations made with reckless disregard for their truth or falsity.

Article III: Procedures

1. Reporting of Concerns or Complaints

It is the responsibility of all staff, board members, consultants, and volunteers to report violations or suspected violations in accordance with this Whistleblower Policy. Suspected violations should be brought to the attention of a supervisor or the executive director immediately. If there is a legitimate reason that the victim is uncomfortable reporting the matter to the executive director, the person should alert the board chair of EBP/LCS.

2. Confidentiality

EBP/LCS will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a complete and fair investigation, or 2) for review of EBP/LCS operations by the Board, its audit committee, EBP/LCS’s independent public accountants, and EBP/LCS’s legal counsel.

3. Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys. Whistleblowers must be cautious to avoid baseless allegations.

Individuals making such allegations may be subject to disciplinary action by EBP/LCS, and/or legal claims by individuals accused of such conduct.

4. Whistleblower Protection

EBP/LCS will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that EBP/LCS can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)

5. Retaliation

EBP/LCS will not permit any negative or adverse actions to be taken against any employee or individual for making a good-faith report of possible violations, even if the report is mistaken, or against any employee or individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. An employee 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 EBP/LCS prior to seeking resolution outside the organization.

THIS IS TO CERTIFY that the above Whistleblower Policy of El Buen Pastor Latino Community Services was duly adopted by the Board of Directors at a meeting held on March 16, 2009.

This is the 24th day of March, 2009.

Rosa B. Miranda

Chair