



Dane County Humane Society

Board of Directors Policy

Whistleblower Policy

Last Reviewed: October 17, 2012

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

It is the intent of Dane County Humane Society to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy it to support the organization's goal of legal compliance. The support of all employees and directors is necessary to achieving compliance with various laws and regulations. Employees and directors are protected from retaliation only if the employee or director brings the alleged unlawful activity, policy or practice to the attention of Dane County Humane Society and provides Dane County Humane Society with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees and directors that comply with this requirement.

If any Dane County Humane Society employee or director reasonably believes that some policy, practice or activity of Dane County Humane Society is in violation of law, a written complaint must be filed by that employee or director with the Executive Director or Board President. The Executive Director and/or Board President 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.

No director or employee who in good faith has made a protest or raised a complaint shall suffer harassment, retaliation or adverse employment consequence. Any employee or director who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or termination from the Board of Directors. This Whistleblower Policy is intended to encourage and enable employees, directors and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

The Executive Director and/or Board President are responsible for investigating and resolving all reported complaints and allegations concerning violations and, as they deem appropriate, shall advise the Board of Directors.

Anyone filing a complaint concerning a violation or suspected violation 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.

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.