



20 LITERS Whistleblower Protection Policy

Last revised September 2016

PURPOSE

20 Liters requires directors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Staff (paid and volunteer) and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities as stewards of contributor's funds.

This policy is intended to encourage those who witness or have knowledge of improper activities or violations of rules, laws, policies, or regulations to report to their immediate supervisor or the Board of Directors without fear of retaliation.

DEFINITION

A whistleblower is any staff (paid or volunteer) who discovers and reports wrongdoing on behalf of the agency.

The term "staff" covers all associated person including paid and voluntary members, members of the Board of Directors and members of Committees.

REPORTING RESPONSIBILITY

It is the responsibility of all staff of 20 Liters to report questionable or improper accounting or auditing matters and/or ethics violations or suspected violations in accordance with this Whistleblower Policy.

NO RETALIATION

20 Liters expressly prohibits any form of retaliation against staff who, in good faith, raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of agency policies. Any staff who engages in retaliation will be subject to discipline, up to and including termination and dismissal.

ACTING IN GOOD FAITH

Anyone reporting a complaint concerning a violation or suspected violation must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of ethical conduct. The act of making allegations that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination or dismissal. Such conduct may also give rise to other actions, including civil lawsuits.

CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

PROCEDURE FOR REPORTING VIOLATIONS

Staff should address their concerns with their immediate supervisor or the Board of Directors. All reports and concerns shall then be promptly addressed by the Board of Directors. An investigation will take place if warranted, and appropriate corrective action will be taken. The Board of Directors has 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.

LEGAL REFERENCE

20 Liters also abides by the Michigan Whistleblowers' Protection Act of 1980 (Public Act No. 469) which says employers must not discriminate against employees who report human rights violations. It is illegal for your employer to discriminate against employees who report human rights violations. It is illegal for your employer to discharge, threaten or discriminate against you regarding your compensation, terms, location or privileges of employment because you or a person acting on your behalf, reports or is about to report a violation, or suspected violation of federal, state or local laws, rules or regulations, unless the employee knows the report is false.

It is also illegal for your employer to discharge, threaten, or discriminate against you regarding your compensation terms, location, or privileges of employment because you take part in a public hearing, investigation, inquiry, or court action.

LIMITATIONS OF PUBLIC ACT NO. 469

The Act does not lessen your rights or the rights of your employer under any collective bargaining agreement. The Act does not require your employer to pay you for participating in a public hearing, investigation, inquiry, or court action. The Act does not protect you if you make a report you know is false.

ENFORCEMENT OF PUBLIC ACT NO. 469

If you believe your employer has violated this Act you may sue in circuit court. If you feel your employer is in violation, you must file suit within 90 days of the date you say the violation took place.

PENALTIES UNDER PUBLIC ACT NO. 469

Persons found in violation of this act may be subject to a fine of up to \$500.00. If your employer has violated the Act by firing you, the court can order that you get your job back, along with payment of lost wages, fringe benefits, seniority rights, damages, or a combination of these. If you win, the court may also order your employer to pay all, or a portion of the lawsuit costs, including reasonable attorney and witness fees.



LITERS

Whistleblower Protection Acknowledgement

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DECLARATION

All staff (paid and volunteer) must complete this declaration on an annual basis.

I am a board member, committee member, or staff of 20 Liters. This is to certify that I have received a copy of the Whistleblower Protection Policy of 20 Liters, have read and understood it, and agree to comply with its terms.

Signature

Date

Printed Name