

## Shenandoah RC&D Council

### Whistleblower Policy

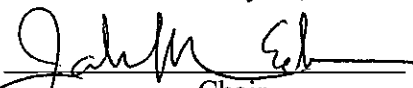
This Whistleblower Policy of the Shenandoah RC&D Council (1) encourages staff, volunteers, partners, and Council members to come forward with credible information on illegal practices or serious violations of adopted policies of the Council; (2) specifies that the Council will protect the person from retaliation; and (3) identifies where such information can be reported.

**1. Encouragement of reporting.** The Council encourages complaints, reports or inquiries about illegal practices or serious violations of its policies, including illegal or improper conduct by the Council itself, by its leadership, or by others on its behalf. Appropriate subjects under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Council has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Council's personnel policies, unless those policies are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

**2. Protection from retaliation.** The Council prohibits retaliation by or on its behalf against staff, partners, Council members, or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Council reserves the right to take appropriate action against persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy (e.g., termination of Council membership, employee status, etc).

**3. Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Council's Chair and/or Executive Committee. The Shenandoah RC&D Council Executive Committee will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Council may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

This Policy adopted at an official meeting of the Shenandoah Resource Conservation & Development Council held on July 12, 2010. It will also be incorporated into the Council's Personnel Handbook.

  
Chair

**For Council employees only:**

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

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(Employee sign/date)