

Palouse PHFH Whistleblower Policy

Purpose

The purpose of this policy is to:

- Provide a mechanism for members of the board of directors, officers, employees, contractors and volunteers to raise good faith concerns regarding suspected violations of law or Palouse Habitat for Humanity (PHFH) policies;
- Facilitate cooperation in any internal or governmental investigation or inquiry regarding potential violations of law or PHFH policy; and
- Protect individuals who take such action from retaliation or any threat of retaliation by any employee or agent of PHFH.

PHFH is committed to high standards of ethical, moral and legal conduct. PHFH is further dedicated to acting in good faith with directors, officers, employees, contractors or volunteers who raise concerns regarding unlawful activity, violations of PHFH policies, or other improper conduct of any board member, officer, employee, contractor or volunteer of PHFH.

Policy

- a. Members of the board of directors, officers, employees, contractors and volunteers of PHFH are encouraged to report suspected violations of the law, to identify potential violations of PHFH policy, and to provide truthful information in connection with any official inquiry or investigation of alleged violations.
- b. Any officer, employee, contractor, or volunteer for PHFH who has knowledge of or suspects the occurrence of unlawful activity or a violation of PHFH policy must immediately notify their Direct Supervisor or use the anonymous notification process set forth in section (d) of this policy. If the officer, employee, contractor or volunteer has reason to believe that his or her Direct Supervisor may be involved in the unlawful activity or violation of PHFH policy, they should notify the Executive Director or the Board of Director Chair, whichever is appropriate. Members of the board must notify the Executive Director or the Chair of the Board in the case of fraudulent activities or other allegations of wrongdoing.
- c. PHFH expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against members of the board of directors, officers, employees and contractors of or volunteers for PHFH who in good faith raise suspected violations of law, cooperate in inquiries and investigations, or identify potential violations of PHFH policies.
- d. Anonymous reports regarding suspected violations of law or PHFH policy may be made to the Habitat Ethics and Accountability hotline
 - (1) Online at heal.habitat.org or
 - (2) 800-461-9330
- e. Any person who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy or for cooperating in an inquiry or investigation should

immediately report such incident to their Direct Supervisor, the ED or Chair of the Board of Directors, the Senior Vice President (SVP) of Human Resources (HR) or the Vice President of HFHI's IAD. Supervisors, managers and other staff who receive complaints of retaliation must immediately inform HFHI's SVP of HR.

- f.** Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly by the ED and Chair of the Board of Directors in a manner intended to protect confidentiality.
- g.** Any person who engages in retaliation prohibited by this policy will be subject to discipline, up to and including termination of employment.

See attachment for PHFH employees to acknowledge that they are aware of the whistleblower policy. The Volunteer Handbook will be amended to include whistleblower policy information

Approved by the Palouse HFH Board of Directors

DATE 8/6/2019

Updated 7/11/23 jw

Attachment

Habitat for Humanity International's Whistleblower Policy

STAFF ACKNOWLEDGMENT FORM

The Whistleblower Policy describes important information about Palouse Habitat for Humanity's expectation that all employees report suspected unlawful activity, violations of PHFH policies, or other improper conduct, as well as the protection of individuals make such good faith reports from retaliation. I acknowledge that I have read and reviewed the requirements contained in the policy and agree that I will follow them.

I also understand that I should consult with the Executive Director regarding any questions not answered in this policy.

SIGNATURE

NAME (PRINTED)

DATE RECEIVED