



The Early Childhood Partnership of Adams County **Whistleblower Policy and Procedures**

Purpose

The Early Childhood Partnership of Adams County (ECPAC) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws and regulations applicable to the organization. The underlying purpose of this policy is to support the organization's goal of legal compliance.

Policy

An ECPAC board member, volunteer, employee, Contractor, or other involved party is protected from retaliation only if an alleged unlawful activity, policy or practice is brought to the attention of ECPAC and provides ECPAC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to those who comply with this requirement.

Procedures

The following outlines the procedure for reporting policies, practices or actions that are reasonably believed to violate a law or regulation. This policy and its recommended procedures apply to any matter which is related to ECPAC's operations, and does not relate to private acts of an individual not connected to the operations of ECPAC.

If an ECPAC board member, volunteer, employee, Contractor, or other involved party has reasonable belief that an individual or group of individuals within ECPAC has engaged in any action involving ECPAC activities or business practices that violates any applicable law or regulation, or constitutes a fraudulent practice, it is expected that this will be immediately reported, in writing, to the Executive Director. If the party reporting the potential fraudulent practice does not feel comfortable conveying this information to the Executive Director, or if the concern involves the Executive Director, it is expected that the information will be reported, in writing, to the [Board Chair or other ECPAC Board officer](#).

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, ECPAC will strive to keep the identity of the reporting organization/individual as confidential as possible, while providing for an adequate review and investigation of the reported situation.

ECPAC will not retaliate against a board member, volunteer, employee, Contractor, or other involved party in the terms and conditions of status within ECPAC because that organization/individual:

1. reports, makes a protest or raises a complaint regarding what is believed, in good faith, to be a violation of the law;
2. participates in good faith in any resulting investigation, or legal or other proceeding; or
3. exercises its/his/her/their rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect its/his/her/their rights.

ECPAC may take disciplinary action (up to and including termination) against a board member, employee, volunteer, or Contractor who, in the Board of Directors' and/or management's assessment, has engaged in retaliatory conduct in violation of this policy.

Notification and Signatures

Notification and signature indicating understanding of this policy will be incorporated into Board, Volunteer, Employee, and Contract required paperwork. A copy of this policy will be listed on ECPAC's website.