

Whistleblower Policy

A whistleblower as defined by this policy is an employee of United Way of Monmouth County who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate United Way officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should contact the Chief Operating Officer or the Chief Executive Officer. The employee may also contact the Chair of the Governance Committee or the Chairman of the Board. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. United Way of Monmouth County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against should contact the Chief Operating Officer, the Chief Executive Officer, the Chair of the Governance Committee or the Board Chair immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly reviewed and investigated, and the appropriate corrective action taken. Employees with any questions regarding this policy should contact the Chief Executive Officer or Chief Operating Officer.

Approved by the United Way of Monmouth County Board of Directors June 23, 2009