



## **WHISTLEBLOWER POLICY**

TIHAN requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers, employees, and volunteers to observe ethical standards, and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer, employee, or volunteer who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence, regardless of whether or not the report is sustained. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

### **Reporting Violations**

If anyone reasonably believes that some policy, practice or activity of TIHAN is in violation of law, or a clear mandate or public policy, a written complaint must be filed with the Executive Director or a member of the Human Resources Committee, who shall be responsible for investigating all allegations concerning violation, and making recommendations to TIHAN's Board of Directors. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization's open door policy, individuals should contact the Executive Director or a member of the Human Resources Committee directly.

### **Accounting and Auditing Matters**

The audit committee (Finance Committee) of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. TIHAN's Executive Director or Human Resources Committee shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of unethical behavior must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.



**Confidentiality**

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

**Handling of Reported Violations**

The Executive Director or Human Resources Committee will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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**CERTIFICATION**

I certify that I have read, understand, and agree to abide by TIHAN's WHISTLEBLOWER POLICY as outlined above. I understand that as a volunteer of TIHAN, if I breach these policies I may be subject to disciplinary action which can include, however is not limited to, the immediate termination of my relationship with the Tucson Interfaith HIV/AIDS Network.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

We appreciate your interest in volunteering with TIHAN.  
Thank you.