



North Helpline

Emergency Services
& Food Bank

Whistle Blower Policy

A whistleblower as defined by this policy is an employee, board member, volunteer or client of North Helpline who reports an activity that s/he considers to be illegal or dishonest to one or more of the people specified in this Policy.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures to be taken. Examples of illegal or dishonest activities are violations of federal, state or local laws; billings or expense vouchers for services not performed or items not purchased or delivered; other fraudulent financial reporting; and for other actions deemed dishonest or fraudulent.

If an employee, board member, volunteer or client has knowledge of or concern of illegal or dishonest fraudulent activity it should be reported to any of those named at the end of this policy statement. Sound judgment should be exercised to avoid meaningless allegations and investigations. Someone who files a false report may be subject to discipline.

Whistleblower protection is provides confidentiality and 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. North Helpline 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, compensations decreases, poor work assignments, threats of physical harm or denial of service. Any whistleblower who believes s/he is being retaliated against must contact the Directors or the Board Chair. The right of a whistleblower for protection against retaliations does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Directors or Board Chair who are responsible for investigating and coordinating corrective action. They may be reached at 206 367 3477.