

## **Snohomish County Volunteer Search and Rescue Whistle Blower Policy**

### **Purpose:**

Snohomish County Volunteer Search and Rescue (SCVSAR) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees or volunteers to report actions that he or she reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to SCVSAR's business and does not relate to private acts of an individual not connected to the business of SCVSAR.

### **Procedures:**

- If an employee or volunteer has a reasonable belief that an employee, volunteer, or SCVSAR has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee or volunteer is expected to immediately report such information to the SCVSAR Board President. If the employee or volunteer does not feel comfortable reporting the information to the President, he or she is expected to report the information to another SCVSAR Board Officer.
- All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, SCVSAR will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.
- SCVSAR, or any member will not retaliate against an employee or volunteer in the terms and conditions of employment or membership because that employee or volunteer: (a) reports to a leader, the Board of Directors, or to a federal, state, or local agency what the employee or volunteer believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's or volunteer's rights.
- SCVSAR may take disciplinary action (up to and including termination) against an employee or volunteer who in the organization's assessment has engaged in retaliatory conduct in violation of this policy.
- In addition, SCVSAR will not, with the intent to retaliate, take any action harmful to any employee or volunteer who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by SCVSAR or any of its employees or volunteers of a violation of any applicable law or regulation.