

Food Bank of Northern Nevada

Whistleblower Policy

General

The Food Bank of Northern Nevada (FBNN) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the FBNN Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding unlawful or unethical or other behavior in violation with FBNN Code of Ethical Conduct.
- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the organization.
- The protection of directors, volunteers and employees reporting concerns from retaliatory actions.

Reporting Responsibility

Each director, volunteer, and employee of FBNN, has an obligation to report in accordance with this Whistleblower Policy (a) violations of law or regulations that govern FBNN operations, (b) violations and suspected violations of FBNN's Code of Ethical Conduct, and (c) questionable or improper accounting or auditing matters.

Timing for Reporting

The earlier a concern is reported, the easier it is to take action.

No Retaliation

This Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer including board members or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Reporting

Employees

FBNN has an open door policy and suggests that employees share their questions, concerns or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the President/CEO, or the Board Chair. Supervisors and managers are required to report complaints or concerns about suspected violations in writing to the President/CEO, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, the President/CEO or the Board Chair.

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Directors and Other Volunteers

Directors and other volunteers should submit concerns in writing directly to the Board Chair.

Handling of Reported Violations

The President/CEO or Board Chair will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation 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. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

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

Affirmation of board action adopting/amending this policy

Secretary