

Whistleblower Protection

Policy 1504

Revised: January 31, 2021

Purpose

Blue Ridge Pride Center, Inc. (BRPC) requires **Team Members** to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. **BRPC Team Members** must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Compliance Officer

BRPC's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The **Board President** will either serve as the **Compliance Officer** or designate a **Board Member** to do so.

Responsibility to Report Concerns

This Whistleblower Policy is intended to encourage and enable **Team Members** and other stakeholders to raise serious concerns internally so that **BRPC** can address and correct inappropriate conduct and actions. It is the responsibility of all **Team Members** to report concerns about violations of **BRPC's** code of ethics or suspected violations of law or regulations that govern **BRPC's** operations.

- ❑ **Open Door Policy:** **BRPC** has an open-door policy and suggests that **Team Members** share their questions, concerns, suggestions, or complaints with their supervisor. They are also invited to speak with the **Executive Director, Board President, or Compliance Officer**.
- ❑ **Required Reporting:** **Team Members** in positions of authority are required to report complaints or concerns about suspected ethical and legal violations in writing to the **BRPC's Compliance Officer**, who has the responsibility to investigate all reported complaints. **Team Members** with concerns or complaints may also submit their concerns in writing directly to their supervisor or the **Executive Director** or **BRPC's Compliance Officer**.

Protections

- ❑ **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.
- ❑ **No Retaliation:** It is contrary to the values of **BRPC** for anyone to retaliate against anyone who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of **BRPC**. A **Team Member** who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
- ❑ **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.

Handling of Reported Violations

BRPC's Compliance Officer 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.
- ❑ Advise the **Executive Director** and/or the **Board of Directors** of all complaints and their resolution.
- ❑ Immediately notify the **Treasurer** and **Board President** of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the **Treasurer** until the matter is resolved.