

# Jordan Community Council Whistleblower Policy

A whistleblower as defined by this policy is an officer or director of the Jordan Community Council (JCC) or current member of the Jordan Fall Festival Committee (Committee) who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. If an officer, director, or committee member has knowledge of or a concern of illegal or dishonest fraudulent activity, he/she is to contact the President or Vice President of the JCC.

The officer, director, or committee member must exercise sound judgment to avoid baseless allegations. An officer, director, or committee member who intentionally files a false report of wrongdoing will be subject to discipline up to and including forced resignation. Whistleblower protections are provided in two important areas: confidentiality and against 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 of defense.

The JCC or Committee will not retaliate against a whistleblower. Any whistleblower who believes he/she is being retaliated against must contact the JCC President or Vice President immediately. The right of a whistleblower for protection against retaliation 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 JCC President or Vice President who is responsible for investigating and coordinating corrective action. Any questions regarding this policy should be directed to the JCC President.

Changes to this policy must be made IAW Sections 3.05 and 7.02 of the JCC By Laws.  
(draft dd 1/25/15)