



Employee Protection Policy: Whistleblower Activities

The involvement of all employees is necessary for Imagine! to maintain an outstanding organization and complete legal compliance. It is important for Imagine! to maintain an open environment, conducive to cooperative and willing behavior on the part of all employees. It is the intent of Imagine! to adhere to all laws and regulations that apply to the organization, and in particular those that apply to the protection of our employees. Imagine! employees shall be protected from employment retaliation for legitimate whistleblower activities.

If any employee reasonably believes that some policy, practice or activity of Imagine! is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

Imagine! can only guarantee that an employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of Imagine! in the manner described above and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity. The following protection is available to those employees that comply with the above requirement.

Imagine! will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Imagine!, or of another individual or entity with whom Imagine! has a business relationship, on the basis of a reasonable belief that the activity is in violation of law or a clear mandate of public policy.

Imagine! will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, practice, or policy of Imagine! that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Anyone filing a complaint who believes that some policy, practice or activity of Imagine! is in violation of law 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.

Imagine! will investigate all allegations of illegal activity, whether made openly, confidentially, or anonymously. Allegations will be reviewed by the CEO and or Senior Management Team which will appoint an investigation committee, based on the contents of the allegation. Considerations will include the position of the alleged wrong doer, the severity of the alleged activity, and the credibility of the allegation. Records of the complaint, investigations, findings, and results will be maintained for seven years.

As an Imagine! employee, I have reviewed and understand the above policy and agree to comply with requirements for protection. I understand that I may direct any questions I have regarding this policy to my department director or other member of the Senior Management Team, or CEO.

Employee Signature

Date

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