 FLATHEAD ELECTRIC COOPERATIVE Community. Innovation. Reliability.	WHISTLEBLOWER COMPLAINT	Page:	Page 1 of 3
		Version #:	HR.575.2021.7
Effective Date:		March 02, 2021	
Internal Compliance:		Human Resources	
External Applicability:		IRS Form 990 Guidelines	
Distribution Restriction:		Internal	
HR 575 Administrative Policy			

1. Objective

- a. To provide an avenue for employees to report possible violations of Cooperative policies or procedures, state or federal laws, or rules or regulations without fear of discrimination or reprisal for making such reports in good faith.


2. General Policy

a. Applicability

- i. All Cooperative employees.
- ii. All personnel contracted by the Cooperative.

b. Required Actions for Whistleblower Complaint

- i. Any employee who believes they have information concerning a violation or potential violation of state or federal law, or rules and regulations thereunder by the Cooperative, should report such information to a supervisor, the General Manager, the Director of Human Resources or the Cooperative's legal counsel. Prompt reporting of such violation is recommended so action can be taken to correct any violation.
- ii. A complaint brought in good faith to the Cooperative's management will be promptly investigated and corrective action will be taken as necessary. Confidentiality will be maintained to the extent possible throughout the investigative process.
- iii. Retaliation against an employee who reports a violation or potential violation of state or federal law, or rules and regulations the employee believes to be true and accurate is a serious violation of the policy and will be subject to disciplinary action.
- iv. Any employee filing a complaint 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 prove to have been made maliciously or falsely will be viewed as a serious disciplinary offense.
- v. In the event an employee bringing forth such claims wishes to remain anonymous, the Cooperative has partnered with NAVEX Global's EthicsPoint program to provide a confidential avenue for reporting. Call the toll-free number at 1-888-458-6369 or click the EthicsPoint link on the Cooperative intranet (Livewire) homepage and follow the instructions for filing a report.

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3. Review and Update Responsibility and Cycle

a. Administrative Policy Review and Acknowledgement


Review Responsibility: Director of Human Resources
Director of Regulatory Affairs

Review Cycle: Annually

Review Procedure:


1. Confirm administrative policy.
2. Confirm annual review and report to General Manager.
3. Annual Review Acknowledgement: Appendix A

b. Administrative Policy Approvals

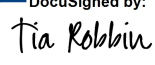

WHISTLEBLOWER COMPLAINT – <u>Approval</u>	
DocuSigned by:  <small>F7EC9087815C452...</small> General Manager	3/2/2021 _____ Date

c. Administrative Policy Revision History

Effective Date	Version #	Revised By	Revision History
12/22/04	1.0		Original
06/16/08	2.0		Amended
01/19/09	3.0	J.Goroski	Updated/Reformatted
04/01/13	4.0	P.Watson	Revised as administrative policy
12/07/15	5.0	S.Wallace, S.Mitton, G.Horvath	Title updates, minor revisions
11/07/16	6.0	T.Robbin, S.Wrbelis, J.Kizer	Minor revisions
03/02/2021	7.0	T.Robbin, S.Childers	Minor revisions

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Appendix A – Administrative Policy Acknowledgement

WHISTLEBLOWER COMPLAINT – <u>Annual Review Acknowledgement</u>	
DocuSigned by:  <small>40C78F7270434C7...</small>	3/2/2021 _____ Date
Director of Human Resources	
DocuSigned by:  <small>A2E1D6FA3FDC461...</small>	3/2/2021 _____ Date
Director of Regulatory Affairs	