



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WHISTLE BLOWER POLICY

Introduction

The YMCA of the Virginia Peninsulas Ethics Policy requires Directors, Volunteers, and Employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the YMCA must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

Each Director, Volunteer, and Employee of the YMCA has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of the YMCAs Ethics Policy (hereinafter collectively referred to as "Concerns").

Authority of Audit and Finance Committee

All reported Concerns will be forwarded to the Audit and Finance Committee in accordance with the procedures set forth herein. The Audit and Finance Committee shall be responsible for investigating, and making appropriate recommendations to the Board of Directors, with respect to all reported Concerns.

No Retaliation

This Whistleblower Policy is intended to encourage and enable Directors, Volunteers, and Employees to raise Concerns within the YMCA for investigation and appropriate action without fear of intimidation or reprisal. With this goal in mind, no Director, Volunteer, or Employee who, in good faith, reports a Concern shall be subject to retaliation or adverse actions or, in the case of an Employee, adverse employment actions as a result of reporting a Concern. Moreover, a Volunteer 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 Concerns

Employees

Employees should first discuss their Concern with their immediate supervisor unless discussing the concern with the supervisor would be inappropriate. If, after speaking with the supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Chief Human Resources Officer. If the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report the concern directly to the Chief Human Resources Officer.

STRENGTHENING FAMILIES AND COMMUNITIES

YMCA of the Virginia Peninsulas

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If the Concern was reported verbally to the Chief Human Resources Officer, the reporting individual, with assistance from the Chief Human Resources Officer, shall report the Concern in writing. The Chief Human Resources Officer is required to promptly report the Concern to the Chair of Audit and Finance Committee, which has specific and exclusive responsibility to investigate all Concerns. If the Chief Human Resources Officer for any reason, does not promptly forward the Concern to the Audit and Finance Committee, or, if the concern relates directly to the Chief Human Resources Officer, the reporting individual should directly report the Concern to the Chair of the Audit and Finance Committee. Contact information for the Chair of the Audit and Finance Committee may be obtained through the Human Resources or Finance Department. Concerns may be also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Chair of the Audit and Finance Committee.

Directors and Other Volunteers

Directors and other Volunteers should submit Concerns in writing directly to the Chair of the Audit and Finance Committee. Contact information for the Chair of the Audit and Finance Committee may be obtained from the Chief Financial Officer.

Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the YMCAs Ethics Policy. The act of making allegations that prove to have been made maliciously, recklessly, without foundation in fact or with the foreknowledge that the allegations are false, will be viewed as a serious offense and may result in the YMCA pursuing further appropriate action, legal or otherwise, including but not limited to dismissal from the volunteer position or termination of employment.

Confidentiality

Reports of Concerns, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate and complete investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation or as otherwise required by law will be viewed as a serious disciplinary offense and may result in further appropriate action including but not limited to dismissal from the volunteer position or termination of employment.

Handling of Reported Violations

The Audit and Finance Committee shall address all reported Concerns. The Chair of the Audit and Finance Committee shall immediately notify the Audit and Finance Committee, the Association Board Chair, the President/CEO, and Chief Operating Officer of any such report. The Chair of the Audit and Finance Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

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All reports will be promptly investigated by the Audit and Finance Committee, and appropriate corrective action will be recommended to the Board of Directors and/or President/CEO, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

The Audit and Finance Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.