



Whistleblower Policy

There are Whistleblower Protections in Maine as cited in Maine Code Revised Title 26: Labor & Industry, Chapter 7: Employment Practices, Subchapter 5-B: Protection of Employees Who Report or Refuse to Commit Illegal Acts (also known as the Whistleblowers' Protection Act). Both public and private sector employees are covered by this law. It is the intent of United Way of Kennebec Valley (UWKV) to uphold those protections.

Policy:

A whistleblower as defined by this policy is an employee or volunteer of UWKV who reports information about an activity within the organization that is deemed to be illegal, immoral, illicit, unethical, unsafe or fraudulent 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. Illegal or dishonest activities include, but are not limited to, violations of federal, state or local laws, misappropriation of funds, and other fraudulent financial reporting.

Procedure:

If an employee or volunteer has knowledge of, or a concern of, fraudulent activity, they are to contact the President/CEO or the Chair of the Board of Directors. In the event that the President/CEO and/or Chair of the Board of Directors are involved in the fraudulent activity, an employee can file a complaint with the Maine Human Rights Commission. Employees must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

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 legal rights of defense to accused individuals. UWKV will not retaliate against a whistleblower.

For employees, this includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the President/CEO or Chair of the Board immediately. In the event that the President/CEO and/or Chair of the Board of Directors are involved in the retaliation, an employee can file a complaint with the Maine Human Rights Commission. 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 investigated. Any questions regarding this policy should be addressed to the President/CEO.