

<b>POLICY for WHISTLEBLOWERS</b>	
<b>Distribution:</b> All Staff	<b>Effective Date:</b> August 27, 2009
<b>Approved:</b> January 31, 2007 Bd. Mtg. <b>Revised:</b> August 26, 2009 Bd. Mtg.	<b>Staff Contact:</b> Your Supervisor, Director of Human Resources or Chief Executive Officer

**Purpose:**

To establish a policy that protects employees and volunteers from retaliation should they question or testify to practices or policies of the Agency.

**Policy:**

Jewish Family & Career Services is committed to providing a workplace conducive to open discussions of its business practices. It is the Agency's policy to comply with all applicable laws that protect our employees, Board Members and volunteers against unlawful harassment, discrimination or retaliation by their employer, the Board or the Agency as a result of their lawfully reporting information regarding, or their participating in investigations involving alleged fraud or other violations by the Agency or its agents of federal, state or local law.

However, an employee who files a report or provides evidence, which he/she knows to be false or without reasonable belief in the truth and accuracy of such information will not be protected by this policy and may be subject to disciplinary action, up to and including termination as well as any other remedy available to the Agency in law or equity.

**Complaint Process:**

It is the responsibility of each employee to discuss issues of concern with their immediate supervisor. If the issue of concern involves your immediate supervisor, go to the next level of management, Human Resources or the Chief Executive Officer.

If the matter concerns the Chief Executive Officer, contact Human Resources or the President of the JF&CS Board of Directors.

Depending on what is in the issue, an investigation may be conducted at the direction of the Chief Executive Officer, the President of the JF&CS Board of Directors or the Audit

Committee. The investigation will be conducted within 40 business days of its authorization barring exceptional circumstances. A report, including recommended action(s) to be taken, will be given to the authorizing party. The decision of the Chief Executive Officer, the President of the JF&CS Board of Directors, or the Audit Committee will be final. If more time is needed to review the facts of the case or to meet with people who are involved with the case, the investigation timeline can be extended by Chief Executive Officer, the President of the JF&CS Board of Directors or the Audit Committee. The employee presenting the issue will be notified if the investigation will take longer than anticipated and of the final decision.