

# **Habitat for Humanity Northwest Harris County**

## **Whistleblower Policy**

### **General**

Habitat for Humanity Northwest Harris County (HFHNWHC) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the affiliate, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers, employees and volunteers to comply with the Affiliate Articles of Incorporation, Affiliate Bylaws, Affiliate Covenant and all Policies and Procedures (collectively “Affiliate Rules”), and to report violations or suspected violations in accordance with this Whistleblower Policy. If any director, officer, employee and volunteer reasonably believes that some policy, practice or activity of Habitat for Humanity Northwest Harris County is in violation of the law or an Affiliate Rule, a written complaint may be filed by that person with the Executive Director or the President.

### **No Retaliation**

Habitat for Humanity Northwest Harris County will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of HFHNWHC, or of an employee of HFHNWHC, or of another individual or entity with whom HFHNWHC has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or an Affiliate Rule.

HFHNWHC also will not retaliate against directors, officers, employees and volunteers who disclose or threaten to disclose to a supervisor or public body, any activity, policy or practice of HFHNWHC that the directors, officers, employees and volunteers reasonably believe is in violation of a law or an Affiliate Rule.

## **Reporting Violations**

This policy addresses the affiliate's open door policy and suggests that directors, officers, employees and volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Executive Director is in the best position to address an area of concern. However, if you are not comfortable speaking with the Executive Director or you are not satisfied with the Executive Director's response, you are encouraged to speak with the President of the affiliate or the US Support Center of Habitat for Humanity International.

The Executive Director is required to report suspected violations of the Code of Conduct to the affiliate's President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the affiliate's Open Door policy, individuals should contact the US Support Center of Habitat for Humanity International directly.

## **Accounting and Auditing Matters**

The Treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The President shall immediately notify the Treasurer of any such complaint and work with the Treasurer until the matter is resolved.

## **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the above must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the above. 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.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Executive Director and/or the President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.