

# **CHILD ABUSE NETWORK WHISTLEBLOWER POLICY**

## **I. BACKGROUND**

The Child Abuse Network (CAN) seeks to have its directors, officers, employees, and partner agencies observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. In keeping with the policy of maintaining the highest standards of conduct and ethics, CAN will assess all good faith allegations of violations of law or clear public policy mandates. It is the responsibility of all directors, officers, and employees to report, in the method described below, all such allegations so that CAN has a reasonable opportunity to assess, report to partner agency and/or appropriate authorities if applicable, and/or correct the alleged unlawful activity.

## **II. REPORTING PRACTICE**

If any director, officer, or employee reasonably believes that some policy, practice, or activity of CAN or one of its employees or board members or partner agencies violates the law or otherwise constitutes a wrongdoing, including an act of retaliation as described in Part III below, such alleged violations should be reported by contacting the Executive Director, at his/her office or the President of the Board of Directors, at CAN's principle place of business, depending on the circumstances of the allegation. Any such allegation must, in turn, be provided to the Executive Committee of the Board of Directors within one week. Reports may be made anonymously, sufficient information, including where and when the incident(s) occurred, names and titles of those individuals involved, and any other pertinent details, must be provided in order for CAN to assess the allegations. CAN will assess all reports within two weeks. Prompt reporting to appropriate law enforcement agencies and/or corrective action will be taken if warranted.

## **III. RETALIATION PROTECTION**

CAN strongly disapproves of and will not tolerate any form of retaliation against employees who in good faith report allegations of wrongdoing as outlined in Part II. Any employee who engages in such retaliation will be subject to discipline up to and including termination.

CAN will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of CAN, or of another individual or entity with whom CAN has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

CAN will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of CAN that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of CAN and provides CAN with a reasonable opportunity to assess and respond to the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement. An employee who has made a report of suspicious conduct and who subsequently believes he or she has been subjected to retaliation of any kind is directed to immediately report such conduct in the manner described under Part II. Complaints of retaliation will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

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Signature

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Date