

Friends of Five Rivers Whistleblower Policy

Purpose

The Friends of Five Rivers (FFR) is committed to maintaining the highest standards of ethical conduct, transparency, and accountability. This Whistleblower Policy aims to provide a safe and confidential environment for employees, volunteers, and other stakeholders to report any suspected illegal, unethical, or improper conduct within the organization.

Scope

This policy applies to all employees, volunteers, board members, contractors, and other stakeholders associated with Friends of Five Rivers.

Protected Disclosures

Reports under this policy may include, but are not limited to, the following types of misconduct:

- Fraud or financial irregularities
- Corruption or bribery
- Harassment or discrimination
- Safety violations
- Environmental violations
- Any other illegal or unethical behavior

Reporting Mechanism

Individuals who wish to report concerns should use the following channels:

- **Email:** Send a detailed report to whistleblower@friendsoffiverivers.org
- **Mail:** Send a written report to Friends of Five Rivers, Attn: Whistleblower Policy, 56 Game Farm Road, Delmar, NY 12054

Confidentiality

The identity of the whistleblower will be kept confidential to the fullest extent possible, consistent with the need to conduct a thorough and fair investigation.

Protection Against Retaliation

Friends of Five Rivers strictly prohibits any form of retaliation against individuals who report concerns in good faith. Retaliation may include dismissal, demotion, harassment, or any other adverse action. Any person found to have retaliated against a whistleblower will be subject to disciplinary action, up to and including termination.

Investigation Process

- **Initial Review:** Upon receipt of a report, the designated Whistleblower Officer will conduct an initial review to determine the validity and scope of the concerns raised.
- **Investigation:** If warranted, a formal investigation will be conducted by the Whistleblower Officer or an appointed independent investigator.
- **Outcome:** The findings of the investigation will be reported to the Board of Directors, and appropriate actions will be taken based on the findings.

Actions and Consequences

Individuals found guilty of misconduct or unethical behavior will face disciplinary actions, which may include termination, legal action, or other appropriate measures. Additionally, any individual found to have made a false report with malicious intent will also face disciplinary action.

Training and Communication

Friends of Five Rivers will provide regular training and communication to ensure that all stakeholders are aware of this policy and understand how to report concerns. Training sessions will be conducted annually, and the policy will be accessible on the organization's website and internal communication platforms.

Review of Policy

This Whistleblower Policy will be reviewed annually by the Board of Directors to ensure its effectiveness and compliance with applicable laws and regulations.

Contact Information

For any questions or further information regarding this policy, please contact:

- **Email:** whistleblower@friendsoffiverivers.org
- **Mail:** Send a written report to Friends of Five Rivers, Attn: Whistleblower Policy, 56 Game Farm Road, Delmar, NY 12054

By implementing this Whistleblower Policy, Friends of Five Rivers reaffirms its commitment to ethical conduct and accountability, ensuring a safe and supportive environment for all its stakeholders.
