



WHISTLE BLOWER POLICY

The Community Action Partnership of Mid-Nebraska's Board of Directors encourages employee observations and concerns regarding the agency's program and financial accountability. If any employee reasonably believes that some policy, practice, or activity is in violation of law, including if funding has been inappropriately spent or has reason to believe that our internal accounting controls or auditing methods are being fraudulently represented, then they are encouraged to address these concerns with their immediate supervisor. If the employee deems this contact to be inappropriate under the circumstances, they are encouraged to contact the Fiscal Director, the Executive Director or the President of the Board of Directors.

A. The Complaint

To assure a correct understanding of the matters subject to the Complaint, the Complaint should be in writing and describe the questionable use of funds, questionable accounting or auditing method. The Complaint should be as specific as possible and should identify any relevant documents or witnesses applicable to the incident(s).

B. The Process

Upon receipt of the Complaint, the person contacted by the employee will refer the complaint to the Board of Directors, Executive Committee. The Committee will investigate the allegation and issue a Fact Finding Report regarding the incident and resolution of the Complaint.

C. Confidentiality

Confidentiality relating both to the fact that a Complaint has been made and as to the identity of individual making the complaint will be maintained to the greatest extent possible. Only persons with a reason to know will have access to the information relating to the complaint and its subsequent investigation.

D. Retaliation

Neither the Board Committee nor the Community Action Partnership of Mid-Nebraska will tolerate any retaliation against an employee who acts in good faith and without malice for complaining of questionable spending, accounting, internal accounting, or auditing methods or for cooperating during the investigation of such an incident.