KLAMATH FAMILY HEAD START

**PERSONNEL**

**POLICY & PROCEDURE #: 719-1**

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**SUBJECT: WHISTLEBLOWER POLICY**

**POLICY:**

Klamath Family Head Start employees are responsible to act in the best interest of the company.

**PURPOSE:**

To provide and maintain a positive work environment for all members of Klamath Family Head Start.

**PROCEDURE:**

Our roles, as stewards of our mission, demand that we uphold the public trust and act in an ethical manner in all our commitments as representatives of KFHS. These ethical values include integrity, honesty, accountability, fairness, respect and responsibility. KFHS is committed to the highest possible ethical standards, and we encourage everyone associated with KFHS to commit to acting in the best interest of KFHS.

In order to facilitate open and honest communication, KFHS has established a Code of Conduct for our employees and volunteers to adhere to, in addition to all applicable laws and regulations. We are committed to maintaining a positive, ethical work environment for all members of KFHS.

Should you suspect fraud, abuse or misuse of KFHS’ resources or assets, encounter dishonest actions or deeds, suspect conflict of interest, experience or are aware of harassment of any kind, or any other behavior that violates the KFHS policies or local, state or federal laws and regulations, you have a responsibility to report the violation or suspected violation to the appropriate entities within KFHS or call Wipfli Watch Line at

(866) 518-8103.

We expect any report of violation will be made in good faith, and as a real and legitimate concern that you believe should be addressed. Anyone who reports a violation in good faith will not suffer harassment, retaliation or adverse employment consequences. Anyone who perpetuates harassment, retaliation or in any way affects the employment of a reporter will be subject to disciplinary action, up to and including termination of employment. We encourage employees and other involved parties to bring forth serious issues and concerns.

We invite anyone involved in any aspect of KFHS to report violations or suspected violations. All violations or suspected violations can be reported to your immediate supervisor, your Site Manager, the Executive Director, or the Grantee Board Chair.

When you contact any one of the above, you can expect that:

* You will be treated with dignity and respect
* Your communication will be protected to the greatest extent possible
* Your concerns will be seriously addressed and, if not resolved at the time you call, you will be informed of the outcome
* You need not identify yourself

All reports involving a violation are treated seriously and will be fully investigated to determine the facts and

resolution appropriate under the circumstances.

There is never a penalty for bringing your concerns forward.

Reviewed: August 14, 2023

Approved by Policy Council: August 26, 2010

Approved by Grantee Board: September 28, 2010 PERS 06-719-1 PY-22-23 DW