

Grievances & Whistleblowing

Previous: [Governance & Leadership Standards](#)

Next: [Programmatic Principles](#)

[Policy Framework](#) | Last Revision 06/14/2024

Purpose

The purpose of this Whistleblower Policy is to encourage employees, volunteers, and others associated with Anything Helps to report any violations of policy, procedure, or ethics; illegal activities; or other misconduct by individuals connected to the organization. This policy ensures that anyone who reports a violation in good faith will not suffer harassment, retaliation, or adverse employment consequences.

DEFINITIONS

Whistleblower: An individual who reports misconduct, violations of policy, or illegal activities within the organization.

Retaliation: Any adverse action taken against an individual who reports a violation in good faith.

Good Faith Report: A report made with honest intent and without malice or the intention of personal gain.

Procedures

Reporting Violations

- Reports of violations can be made directly to your Lead, the Executive Director, the Board Chair, or any special committee constituted by the Board to handle such information.
- If the misconduct involves the Executive Director, reports should be made to the Board Chair.
- Violations or suspected violations can also be submitted confidentially or anonymously through the KCRHA Ombuds Office:
 - Online Form: [KCRHA Ombuds](#)
 - Phone: 206-639-4601
 - Email: ombuds@kcrha.org

Confidentiality and Anonymity

- The identity of the whistleblower will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation.
- Anonymous reports will be investigated with the same diligence as those made openly.

Acknowledgment and Follow-Up

- If the whistleblower's identity is known, the recipient of the complaint will acknowledge receipt within five business days, providing an estimated timeline for the investigation process.
- The whistleblower will be informed about the progress and outcomes of the investigation.

Investigation

- All reports will be promptly and thoroughly investigated by a Board-Appointed Whistleblower Committee or an external investigator to ensure impartiality.
- The investigation process will include:
 - Gathering all relevant information and documentation.
 - Conducting interviews with involved parties and witnesses.
 - Maintaining detailed records of the investigation process.

Corrective Actions and Protections

- If the investigation confirms the violation, appropriate corrective actions will be taken, which may include disciplinary measures up to and including termination of contract or employment.
- The organization will take all necessary steps to protect the whistleblower from retaliation, ensuring that no adverse employment actions are taken against them for making a good faith report.
- Retaliation against a whistleblower is strictly prohibited and will result in disciplinary action against the retaliator up to and including termination of contract or employment.

Training and Awareness

- Annual training sessions will be conducted to ensure employees, contractors and volunteers are familiar with the whistleblower policy, reporting mechanisms, and protections against retaliation.
- Clear communication of the policy will be maintained through employee handbooks and onboarding processes.

Review and Monitoring

- The whistleblower policy will be reviewed annually to ensure its effectiveness and compliance with legal and regulatory requirements.
- The Board will receive regular reports on the number and types of whistleblower complaints, actions taken, and the outcomes of investigations, ensuring transparency and accountability.