



SENIOR CENTER OF ELK GROVE WHISTLEBLOWER PROTECTION POLICY

The Senior Center of Elk Grove (SCEG) requires members, directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

Responsibility:

This Whistleblower Policy is intended to encourage and enable members, directors, officers, employees, and volunteers, to raise serious concerns internally so that SCEG can address and correct inappropriate conduct and actions. It is the responsibility of all members, directors, officers, employees, and volunteers to report concerns about violations of SCEG's procedures, policies, or suspected violations of law or regulations that govern SCEG's operations.

No Retaliation:

It is contrary to the values of SCEG for anyone to retaliate against any member, director, officer, employee, or volunteer, who in good faith reports a violation, or a suspected violation of law, such as, but not limited to a complaint of discrimination, suspected fraud, corporate accounting practices, alleged financial improprieties, internal controls, or suspected violation of any regulation governing the operations of SCEG. Any retaliation against someone who has made a report in good faith is subject to discipline up to and including termination as a member, director, officer, employee, or volunteer.

Reporting and Compliance Procedure:

SCEG has an open-door policy and encourages that members, directors, officers, employees, and volunteers, share their questions, concerns, suggestions, or complaints with the Executive Director who is required to report all complaints or concerns about suspected ethical and legal violations in writing to the SCEG Board President who has the responsibility to ensure investigation, resolve, and respond to the person who submitted a complaint. Questions, concerns, suggestions, or complaints may be anonymously done verbally or in writing directly to the Executive Director or the Board President or both.

The Executive Director or the Board President, as the case may be, shall be required to report to the Board of Directors in Executive Session at the next scheduled meeting or special meeting if called as to the actions taken in connection with the complaint(s), concern(s), question(s) or succession(s) of the reporting party.

Confidentiality:

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Any notations in an SCEG employee's file relating to a complaint and investigation will be held confidential within the law.

Review of Policy:

This policy is to be reviewed yearly by the Financial Committee to ensure it remains current with State and Federal requirements. Any changes made require Board approval.

POLICY BOARD APPROVED: February 12, 2024