



SENIOR CENTER OF ELK GROVE WHISTLEBLOWER PROTECTION POLICY

The Senior Center of Elk Grove (hereinafter 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 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 suggests that members, directors, officers, employees and volunteers, share their questions, concerns, suggestions or complaints with the Executive Director (hereinafter ED) 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 done verbally or in writing directly to the ED, Board President or both.

The ED or Board President 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.

WHISTLEBLOWER PROTECTION POLICY BOARD APPROVED: March 16, 2026