

ICYAF Whistleblower Policy

Purpose

The purpose of this policy is to provide all board members, committee members and staff with guidelines for the reporting of unethical or illegal behavior by board members, committee members, staff, vendors, professional service providers, or affiliated organizations.

Policy

ICYAF is committed to lawful and ethical behavior in all of its activities. Executive committee and board members, committee members and staff are expected to conduct themselves in a manner that complies with all applicable laws and regulations.

Any time an employee or other person affiliated with ICYAF (a “Concerned Person”) has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by ICYAF or any employee, executive committee member, board member, committee member or other person affiliated with ICYAF, or believes that an action needs to be taken for ICYAF to be in compliance with law or appropriate ethical standards, the Concerned Person should promptly advise the President, Vice President or Executive Director.

If the executive committee or management is unresponsive, if the Concerned Person believes that the executive committee or management will be unresponsive, or if the executive committee or management is itself the subject of the concern, the Concerned Person should contact the Chair of the Finance Committee to report his or her concerns.

Every effort will be made to investigate a report made by a Concerned Person as discreetly as possible. Because of the need to investigate the report, correct a problem, or prevent future problems, ICYAF cannot, however, promise complete confidentiality.

No Concerned Person will be discharged, threatened, or discriminated against in any manner for reporting in good faith what he or she perceives to be wrongdoing, violations of law, or unethical conduct.