

Vortex Endurance
Interactive Compliant Policy
(formerly known as Whistleblower Policy)
Mission

Inspire the youth of America to explore and embrace the unknown possibilities of oneself and become the leaders of tomorrow!

Vortex Endurance strives to create a working environment that's most conducive to the welfare of its' employees both personally and professionally. And so, it's imperative that all Vortex Endurance employees and staff to include interns and volunteers know and understand the processes and procedures for reporting known or suspected activities taken by company personnel that are illegal, unethical or questionable professional practices. Activities such as this may pose a threat or risk to the safety and welfare of other employees and diminishes company creditability. Furthermore, the reporting of the above is protected under the company Interactive Complaint policy (formerly known as the Whistleblower policy) which includes protection from retribution and/or retaliation from others.

In order to ensure compliance with Federal and State statues and company policy governing whistleblower protection rights, Vortex Endurance will practice the following:

1. Employees seeking to report concerns and/or complaints regarding questionable practices shall inform their immediate supervisor verbally (initially) followed by correspondence. All correspondence must be received within five business days following the initial report.
2. In the event the complaint involves and/or the employee filing the complaint feels uncomfortable with reporting to their immediate supervisor, the report may be submitted directly to the Deputy Director of Human Resources or next level of senior management to include corporate management.
3. Personnel who wish to remain anonymous will express their concern and/or complaint in written form, sealed in an envelope and dropped off with the Deputy Director, Human Resources Department. Confidentiality is of utmost priority and at no time will the identity of the complainant be revealed to those involved unless there are legal grounds or processes that require such disclosure. The complainant will be formally notified prior to the release of the names and parties involved in the complaint.
4. There shall be no form of retaliation or retribution directed towards any employee who chooses to express a concern regarding questionable activities suspected of being illegal, unethical, and/or unprofessional practices and does so in good faith and without malice intent.
5. Any employee found to report a complaint not in good faith or with intent to harm, discredit or retaliate against another employee to include management and corporate leadership will be subject to administrative and/or disciplinary action and may result in the immediate termination of employment.
6. Employees who retaliate against any person who's made a complaint will be subject to administrative and/or disciplinary action to include but not limited to suspension without pay, administrative probation, and/or termination of employment.

7. Complaints involving unethical activities such as sexual assault, larceny, fraud, bribery, etc. should be reported to local law enforcement immediately and reported to an immediate supervisor within 24 hours.
8. Upon request, employees filing a complaint who wish to receive information regarding the initial report, type of investigation conducted, disposition and/or resolution of the issue will receive a copy within five business days post conclusion of investigation.
9. All complaints submitted to management, Human Resources department, and/or other company leadership will be promptly acted upon by the recipient of the complaint. Failure to act promptly (typically within five business days) with the intent to withhold, delay or prevent further inquiry or investigation into the complaint will result in administrative or disciplinary action towards the responsible party.
10. Complaints internally investigated found to be in compliance with company policy and in good faith that are not to the level of satisfaction may be resubmitted to higher level management, the Deputy Director. Personnel who wish to request an external agency to review or conduct an independent investigation may do so. However, these type of requests will be approved on a case by case basis and may only be authorized by the board committee.

References:

Devine, T. (May 22, 2014). Don't treat whistleblowers like the plague. Retrieved from <https://federalnewsnetwork.com/management/2014/05/dont-treat-whistleblowers-like-the-plague/>

Barnett, T. (1992). Why Your Company Should Have A Whistleblowing Policy. Retrieved from https://ethics.csc.ncsu.edu/old/12_00/basics/whistle/rst/wstlblo_policy.html