

River Valley Child Development Services

WHISTLEBLOWER

Effective: January 1, 2010

The River Valley Child Development Services, hereinafter referred to as RVCDS, Ethical/Professional Conduct Policy, hereinafter referred to as “Policy” requires employees and volunteers of RVCDS to observe and promote the highest standards of ethical conduct in the performance of their responsibilities. As representatives of RVCDS we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of individuals in complying with the Policy to report violations or suspected violations in accordance with this Whistleblower Policy. Complaints are submitted on a confidential basis by the complainant and will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Individuals filing a complaint concerning a violation or suspected violation of the Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Policy. Allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense and will result in discipline up to and including termination of employment.

RVCDS will not knowingly allow an individual who in good faith reports a violation of the Policy suffer harassment, retaliation or adverse consequence. Any individual who retaliates against someone who has reported a violation is subject to disciplinary action up to and including termination of employment.

This policy is intended to encourage and enable individuals to discuss serious concerns within RVCDS prior to seeking resolution outside RVCDS and provides an open door to share serious questions and concerns. The individual is to report to the human resources coordinator or executive director. If the individual is not satisfied or comfortable with the internal open door policy, the compliance officer/treasurer of the RVCDS Board of Directors should be contacted.