



**Waterman's Community Center Employee Protection (Whistleblower) Policy**  
**Revised January 25, 2024**

It is the intent of Waterman's Community Center (WCC) to adhere to all laws and regulations that apply to the organization. The purpose of this policy is to support that goal. The support of WCC employees is necessary to ensuring and maintaining compliance with various laws and regulations. Accordingly, all WCC employees are expected to bring any alleged unlawful activity, omission, policy, or practice to the attention of WCC management and/or the Board of Trustees and provide the organization with a reasonable opportunity to investigate and, if necessary, correct the alleged issue.

The following procedure shall apply when any employee reasonably believes that a policy, practice, activity or omission of WCC (1) involves accounting irregularities, (2) is in violation of law or regulations, or (3) is in violation of a clear mandate of public policy concerning health, safety, welfare, or protection of the environment:

*First*, a report or complaint should be made by the employee to the Executive Director. Reporting employees are encouraged, but not required, to do so in writing. A report or complaint may concern any individual employed by or associated with WCC or any individual or entity with whom WCC has a business relationship. If the alleged wrongdoing involves the Executive Director, the employee may make his or her report or complaint to the Board President or to any other Board Officer (the Vice President, Treasurer or Secretary). The report or complaint may be made anonymously.

*Second*, WCC will conduct a reasonable investigation of any credible report or complaint made pursuant to this Policy and will take appropriate action based on the results of that investigation. Nothing in this Policy shall prevent an employee from pursuing the matter with any external authority or law enforcement entity if, following WCC's investigation, the employee is dissatisfied with the manner in which the investigation is undertaken.

WCC will not retaliate in any way against an employee who, in good faith, has made any report or complaint pursuant to this Policy.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Today's Date