



Personnel Matters

WHISTLEBLOWER POLICY

Last Review Date: October, 2011

APPROVED by:

A whistleblower, as defined by this policy, is an employee of New Haven Youth and Family Services, Inc. (aka New Haven) who has knowledge of or a concern of illegal or dishonest fraudulent activity or practices that is in violation of law or a clear mandate of public policy concerning health, safety, welfare, or protection of the environment by New Haven and reports, to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. The underlying purpose of this Policy is to support the organization's goal of legal compliance with all laws and regulations that apply to us. The support of all employees is necessary.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations and provide New Haven with a reasonable opportunity to investigate and correct the alleged unlawful activity. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. New Haven will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Director of Human Resources.
