



# Whistleblower Policy

Updated 2021

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## General

Partners in Emergency Preparedness requires all members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of Partners in Emergency Preparedness, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## Reporting Responsibility

It is the responsibility of all members to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

## No Retaliation

No member who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse membership consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership. This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns within Partners in Emergency Preparedness prior to seeking resolution outside the organization.

## Reporting Violations

Partners in Emergency Preparedness has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a Committee Chairperson is in the best position to address an area of concern. However, if you are not comfortable speaking with your committee chairperson, satisfied with the chairperson's response, you are encouraged to speak with anyone on the board that you are comfortable approaching. Committee Chairs and



Board Members are required to report suspected ethics violations to the Partners in Emergency Preparedness' Compliance Officer, who, as stated in our by-laws, is the Vice-Chair. The Vice-Chair has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Partners in Emergency Preparedness' open door policy, individuals should contact the Partners in Emergency Preparedness' Vice-Chair, Compliance Officer, directly. If the complaint is of the Vice-Chair the committee member may then report a suspected violation to the Chair.

### **Compliance Officer**

The Partners in Emergency Preparedness' Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Board Chair and/or the entire executive board. The Compliance Officer has direct access to the executive board.

### **Accounting and Auditing Matters**

The Compliance Officer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Executive Board of any such complaint and work with the board until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any 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 disciplinary offense.



### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### **Compliance Officer:**

Vice Chair

Policy Approved by the Partners in Emergency Preparedness Executive Board on **November 09, 2021**.

*Associated PIEPC Policies: Bylaws, General Membership Roles, Responsibilities, & Expectations and Ethical and Professional Standards.*