



## OCEAN SHORES FOOD BANK WHISTLEBLOWER POLICY

### **Vision**

Everyone has access to sufficient, nutritious food

### **Mission**

The mission of the Ocean Shores Food Bank is “*so that no one in the community goes hungry*” by making available supplemental and emergency food to all who are in need.

### **General**

This Whistleblower Policy is intended to encourage and enable Ocean Shores Food Bank (OSFB) volunteers to raise serious concerns within the OSFB prior to seeking resolution outside the organization.

### **Reporting Responsibility**

It is the responsibility of all officers and directors to comply with OSFB policies and all applicable laws and regulations, and report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No officer or director or volunteer who in good faith reports a suspected violation shall suffer harassment, retaliation, or adverse working consequence based on the reporting of such a violation. Any volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of their volunteer responsibility.

### **Reporting Violations**

Volunteers: OSFB has an open door policy and encourages volunteers to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Executive Director (ED) is in the best position to address an area of concern. However, if a volunteer is not comfortable speaking with the ED or if they are not satisfied with the ED’s response, volunteers are encouraged to speak with the Board Vice President. If the volunteer is not comfortable speaking with the Vice President, they are encouraged to speak with any board member they are comfortable approaching.

Board Members: Board of director members are required to report suspected violations of OSFB policies or relevant laws and regulations to the Board Vice President. If an individual is not comfortable speaking with the Board Vice President, they are encouraged to speak with another board member they are comfortable approaching.

### **Board Vice President**

The Board Vice President, or other board member receiving a complaint or allegation, is responsible for investigating and resolving all reported concerns and, at his/her discretion, shall advise the Executive Director and/or the Board President. The Vice President will report compliance activity to the entire Board at least annually.



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### **Accounting and Auditing Matters**

The Executive Director and/or Vice President shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Executive Director shall immediately notify the Vice President of any such complaint and work with the VP until the matter is resolved. The Board Treasurer shall not have a position of influence in the audit investigation.

### **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 there is indication of 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 an extent possible that is consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Vice President, or other board member contacted, has responsibility to investigate all reported suspected violations. The person receiving a signed violation statement will notify the sender within five business days that the report of suspected violation has been received. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Should OSFB volunteers or board members feel that the process to report and/or investigate violations is inadequate, those individuals can contact the Washington Attorney General Office.

This Whistleblower Policy was approved by the Ocean Shores Food Bank Board of Directors on 7-November-2018.

*National Council of Nonprofit Association provided information for this policy,  
for non-commercial use by nonprofit organizations.*