

United Midcoast Charities, Inc

Whistleblower Protection Policy

United Midcoast Charities requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the UMC we must practice honesty and integrity in fulfilling our responsibilities and comply with the UMC Code of Ethics and all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that UMC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees and volunteers to report concerns about violations of UMC's Code of Ethics or suspected violations of law or regulations that govern UMC's operations.

No Retaliation

It is contrary to the values of United Midcoast Charities for anyone to retaliate against any board member, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of UMC. A board member or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Board directors, employees and volunteers with concerns or complaints should submit their concerns in writing directly to the Governance Chair who is responsible for ensuring that all complaints are investigated and resolved. The Governance Chair within 48 hours will advise the Governance Committee members of the complaint and coordinate with the committee members the investigation and resolution of the complaint. If the complaint is received verbally by the Governance Chair, that person will write up the complaint, have it signed by the complainant, and proceed with notifying the Governance Committee members. The Governance Chair will immediately notify the President and the Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting In Good Faith

Anyone filing a written 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. 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 Governance Chair will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation within 48 hours of receipt. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy adopted by UMC Board of Directors on 4/28/2020