

**Silverdale Senior Center
Policies and Procedures Manual**

Category: Administration	Subject: Whistleblower Policy
Board Approval: 6-20-24 Announced to Members: 6-28-24	Revision History: Revised:
Bylaws Reference: 4.04_7-18-24 ver.	Responsible Party: Board of Directors

POLICY: To ensure open and ethical organizational practices, SSC establishes this Whistleblower Policy. Our policy consists of four (4) tenets: 1. Confidentiality, Clear Reporting Path, 3. Non-Retaliation, and 4. Process for Resolution.

PROCEDURES:

1. **Confidentiality**
Members sharing information that is unbecoming to the organization can request to do so anonymously or to have their name revealed in the report, at their discretion.
2. **Clear Reporting Path**
Members sharing information that is a suspected violation of an organizational policy or of ethical behavior may do so by communicating to any Board member either orally or in writing. (email, letter, text or suggestion box)
3. **Non-Retaliation**
No SSC member, including officers and members of the Board shall engage in any overt or covert retaliation for information presented to any Board member that casts an unbecoming light on the actions of the organization.
4. **Process for Resolution**
 - a. Complaints brought forth will be investigated by a three (3)-person committee, independent of the complaint, consisting of a Board member and two (2) SSC members.
 - b. After investigation, the committee will present findings and possible resolutions to the Board.
 - c. The Board will take action they deem appropriate based on the committee recommendations.