



of Westchester County

WHISTLEBLOWER POLICY

General

Girls Inc. of Westchester County requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Girls Inc. of Westchester County, 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 directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Girls Inc. of Westchester County prior to seeking resolution outside of Girls Inc. of Westchester County.

Reporting Violations

Girls Inc. of Westchester County has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone else in management whom you are comfortable approaching or engaging with Girls Inc. National. Supervisors and managers are required to report suspected ethics violations to their management and the Executive Director and Board Chair both need to be engaged. For suspected fraud, or when you are not satisfied or are uncomfortable with following Girls Inc. of Westchester County's open door policy, individuals should contact Girls Inc. National directly.

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.



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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 Executive Director/Board Chair and/or GI National 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.

Girls Inc. of Westchester County

Executive Director - Dr Sharlise Smith Rodriguez
ssmithrodriguez@girlsincwestchester.org

Girls Inc of Westchester Country

Board Chair - Fiona Bruder
boardchair@girlsincwestchester.org

Girls Inc. National

Director of Affiliate Services - Niki Kelly
Nkelly@girlsinc.org

__JK__ by initialing this statement, I acknowledge that I have read, understand, and will comply with the Girls Inc. of Westchester County Whistleblower Policy.

Signed: ___Julie KlInch_____ Date: 6/21/22

Approved: _____ Date: _____

Policy Approved by the Girls Inc. of Westchester County Board of Directors on 6/20/2022.