

Whistleblower Policy

General

Berkeley Partners for Parks expects Board members, representatives of partner groups, and employees and contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All Board members, members of partner groups, and employees or contractors are responsible for reporting ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Board member, member of a partner group, employee, or contractor shall suffer harassment, retaliation or any adverse consequence for reporting ethics violations or suspected violations. Anyone who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of their employment or connection with Berkeley Partners for Parks.

Reporting Violations

Anyone with questions, concerns, suggestions, or complaints regarding ethics violations or suspected violations should bring them to the attention of at least two officers who are not the subject of the complaint. If the complaint is financial, one of the officers approached should be the treasurer, unless the treasurer is the subject of the complaint. If it is not possible to approach two officers, the person reporting should approach at least two members of the Board.

Those approached with such questions, concerns, suggestions, or complaints are jointly and individually responsible for promptly seeking to investigate and resolve the matter or having a committee appointed to investigate and resolve the matter. The committee may not include persons involved in the question, concern, suggestion, or complaint.

Those who investigate should as far as possible keep confidential the identity of the complainant and other persons involved, consistent with the need for an adequate investigation and for action if a violation of ethics is found.

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. Making unsubstantiated allegations, or allegations known to be false, will be viewed as a serious disciplinary offense.

Policy Approved by the Berkeley Partners for Parks Board of Directors on {Date}.

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