

## **JCC ASSOCIATION WHISTLEBLOWER POLICY**

### **General**

Our role, as stewards of our mission, demands that all board members, staff, and volunteers uphold the public trust and act in an ethical manner in all of our commitments to JCC Association.

In order to facilitate open and honest communication, JCC Association has established this whistleblower policy which offers a no-retaliation mechanism for JCC Association employees to report questionable conduct, illegal activity or the misuse of JCC Association assets.

### **Reporting Responsibility**

Should you suspect any fraud, abuse or misuse of JCC Association resources or assets; encounter dishonest actions or deeds; suspect conflict of interest; experience or are aware of harassment of any kind; or any other behavior that violates JCC Association policies, or local laws and regulations, you have a responsibility to report the violation or suspected violation to the appropriate individuals within our organization.

### **No Retaliation**

We expect any report of violation will be made in good faith, and is a real and legitimate concern that you believe should be addressed. Anyone who reports a violation in good faith will not suffer harassment, retaliation or adverse employment consequences. Anyone who perpetuates harassment, retaliation or in any way affects the employment of a reporter will be subject to disciplinary action, up to and including termination of employment. We encourage employees and other involved parties to bring forth serious issues and concerns.

### **Reporting Violations**

We invite anyone involved in any aspect of JCC Association to report violations or suspected violations. All violations or suspected violations can be reported to your immediate supervisor, chief financial officer, human resources department or chair of the board. If you wish to remain anonymous when making your report, you may contact our third-party provider Lighthouse, Inc on-line at [www.lighthouse-services.com/jcca](http://www.lighthouse-services.com/jcca) or call toll-free hotline at [1-833-480-0010](tel:1-833-480-0010).

All reports involving a violation will be treated seriously and will be fully investigated to determine the facts and to ensure that an appropriate resolution is reached.

Please remember that there is never a penalty for bringing your concerns forward. People in a position of authority cannot stop you; if they try, they are subject to disciplinary action up to and including dismissal.