

Pacific Northwest Pollution Prevention Resource Center
Whistleblower Policy
(adopted by PPRC Board of Director 7/15/09)

The Pacific Northwest Pollution Prevention Resource Center's (PPRC) Code of Conduct require 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 the Organization, 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 comply with the Code of Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

Reporting Procedure

Concerns should be reported to any of the following:

- Executive Director
- The employee's immediate supervisor
- President of the Board of Directors
- Another board member if the allegation involves the Executive Director or Board President

No Retaliation

No director, officer, or employee who in good faith reports a violation of the Code of Conduct 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 the Organization prior to seeking resolution outside the Organization.

Reporting Violations

In most cases, an employee's direct 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 on the Board of Directors or anyone in management whom you are comfortable in approaching.

Supervisors and managers are required to report suspected violations to the PPRC Board President. If you are not comfortable talking to your supervisor or the Board President, you should choose another Board Member with whom you feel comfortable.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code of Conduct 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 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 or Board Member, as applicable, will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be taken seriously and will be investigated by a committee consisting of the Board President and the Executive Director, unless the accusation is levied against one of those individuals, in which case it will be investigated by an ad hoc committee of the Board.

Any investigation resulting in the finding of fraud or corruption will be referred to the PPRC's Board of Directors for action. If deemed necessary, PPRC will notify and fully cooperate with the appropriate law enforcement agency.