



TFG Whistleblower/Complaint Policy

The Fostered Gift requires all board members, directors, corporate staff, advisory council members, committee members, and volunteers to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities. As representatives of The Fostered Gift, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. The Fostered Gift is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by anyone acting on behalf of the organization.

The Fostered Gift will investigate all internal and external complaints of suspected or dishonest use or misuse of its resources or property, complaints of discrimination, harassment, unsafe conditions, or complaints concerning representatives of the organization, its programs and services, and community partnerships. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable all board members, directors, corporate staff, advisory council members, committee members, and volunteers to raise serious concerns internally so that The Fostered Gift can address and correct inappropriate conduct and actions. It is the responsibility of all board members, directors, corporate staff, advisory council members, committee members, and volunteers to report concerns about violations of The Fostered Gift's code of ethics or suspected violations of law or regulations that govern The Fostered Gift's operations.

If external complaints are received, the TFG representative that received the complaint is responsible for completing a complaint form and reporting the information to the Administrative Director or Executive Committee officer within 24 hours. Please include as much information as possible.

Investigation

The Fostered Gift has an open-door policy and suggests that all board members, directors, corporate staff, advisory council members, committee members, and volunteers share their questions, concerns, suggestions or complaints with their leadership representative. If you are not comfortable speaking with your leadership representative or you are not satisfied with that individual's response, you are encouraged to speak with an officer on the TFG Board or the Administrative Director. Concerns may also be submitted in writing directly to the TFG Executive Committee or to the Administrative Director, who are both responsible for investigating all reported complaints. All relevant matters, including suspected but unproven matters, will be promptly reviewed.

The Fostered Gift's Administrative Director or an Executive Committee officer will ensure that all complaints about unethical or illegal conduct, whether internal or external, are acknowledged and reported to the TFG Executive Committee within 24 hours of their receipt of complaint. The Administrative Director or Executive Committee officer will follow-up on the matter until it is fully investigated and resolved, including documentation of the receipt, retention, investigation, and resolution of the complaint.

If the matter warrants further review, a more in-depth investigation will be conducted by the Executive Committee, and an Executive Committee meeting will be called within 72 hours of receipt of complaint. The Executive Committee will reserve the right to hear from the complainant in-person if necessary to gather detailed information regarding the complaint. The Executive Committee will aim for a goal of resolution within 7-10 days. Appropriate corrective action will be taken immediately if warranted by the investigation. The originator of the complaint will be notified of the resolution in writing once the investigation is complete.



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The Administrative Director or an Executive Committee officer will advise the full TFG Board monthly on the status of any pending complaints or concerns.

Accounting and Auditing Matters

The Fostered Gift's Administrative Director or Executive Committee officer will immediately notify the Finance Director and Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

No Retaliation

It is contrary to the values of The Fostered Gift for the organization or anyone associated with the organization to retaliate against any board member, director, corporate staff, advisory council member, committee member, or volunteer who in good faith reports an ethics violation or suspected violation of law, such as a complaint of discrimination, suspected fraud, unsafe conditions, or any suspected violation of any regulation governing the operations of The Fostered Gift. Any representative who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination and dismissal.

This protection from retaliation is not intended to prohibit the TFG Board from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors. Individuals making complaints must be cautious to avoid baseless allegations; employees who intentionally make false allegations are subject to disciplinary action in accordance with TFG Bylaws and policies.

Acting in Good Faith

Anyone filing a written 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 to be unsubstantiated 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. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

I have read the entirety of The Fostered Gift's Whistleblower/Complaint Policy and understand as a representative of the organization, I have an obligation to report and comply in accordance with this policy and its guidelines in order to promote the accountability and integrity of the organization and its commitment to its members, service recipients, donors, and community partners.

Signature

Date

Printed Name



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Complainant Information

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

The person completing this form is a:

Board Member Executive Committee Officer Staff Member Volunteer

Community Partner Donor Other _____

Please provide a brief explanation of the complaint:

Please attach a detailed written statement of all allegations, including, at a minimum, the following:

- a. Numbered allegations
- b. A detailed description of the events and circumstances upon which the complaint is based
- c. The names of all persons involved, including any witnesses
- d. Dates related to the events and circumstances
- e. Reference to any policies or code of conduct guidelines that you allege may have been violated

I do not have any supporting documentation I do have supporting documentation

Signature of person completing the form and title:

Signature

Date

Printed Name

Title

Submit your completed form to the Administrative Director or an Executive Committee Officer within 24 hours.

Date/Time Received: _____ Date/Time Exec Board notified: _____

RESOLUTION: _____
