



Epworth Children's Home

Living care. Transforming lives.

Name	Whistleblower Protection Policy and Procedure
Applicable to	All Staff
Location	Policy and Procedure Manual
Effective Date	2012
Date(s) of Revision	February 19, 2015
Legal/Other References	ETH 4

Policy: It is the policy of Epworth Children's Home to adhere to all laws and regulations that apply to the Home and the Home expects its employees to do the same in their work. This includes but is not limited to matters involving accounting standards, the Home's internal rules and policies and the rules of accrediting agencies and organizations.

Procedure:

1. Epworth Children's Home maintains a high expectation of ethical conduct of the leadership, management, employees, contracted staff, consultants and volunteers.
2. If an employee is having problems with co-workers or supervisors, or disagrees with his/her judgment, but is not alleging that some policy, practice, or activity of Epworth Children's Home or any of its employees is in violation of a law, regulation, or a clear mandate of public policy, this Whistleblower Protection Policy is not applicable. Please discuss the matter with your supervisor or with the Human Resources Manager.
3. If anyone has information that some policy, practice, or activity of Epworth Children's Home or any of its employees (acting in the course of their duties) is in violation of a law, regulation, or a clear mandate of public policy, that individual is encouraged to bring such information to the attention of the Home immediately by filing a written report with the appropriate official of the Home.

Wrongdoing may include, but is not limited to suspected theft; financial reporting that is intentionally misleading; undocumented financial transactions; improper destruction of records; improper use of assets; violation of Epworth's conflict of interest policy; and/or sexual harassment.

4. Officials to whom you may report are:
 - The President
 - The Chairman of the Board of Trustees
 - The Executive Vice President
 - The Vice President of Finance
 - The Vice President of Program Services
 - The Vice President of Development
 - The Vice President of Operations
 - The Vice President of Academics
 - Human Resources Coordinator

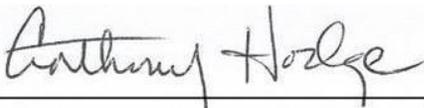
5. The complaint should include enough detail to identify the policy, practice, person, persons or offices involved, the approximate date or dates, and any explanation or documents you think will be helpful to the investigation.

6. Reasonable efforts will be made to maintain the confidentiality of the reporting employee. However, some disclosure may be a necessary part of investigation.

7. Epworth Children’s Home does not retaliate against an employee who has made a report under this policy, in good faith. The law does not force the reporter to demonstrate misconduct. A reasonable belief or suspicion that a fraud or violation exists, is enough to create a protected status for the reporter.

8. All reported incidents of suspected misconduct will be thoroughly investigated by the Leadership of Epworth Children’s Home. If the reporter is not satisfied with the results of the internal investigation, he/she has the right to report the suspected violation to an external legal or investigatory entity.

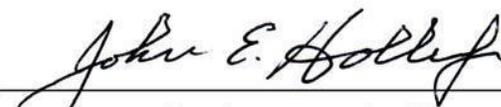
9. Knowingly making false reports or reports made with reckless disregard for their truth are improper.



February 19, 2015

Signature, Chair, Board of Trustees
 Approved by the Epworth Children’s Home Board of Trustees

Date



February 19, 2015

Signature, President/CEO, Epworth Children’s Home
 Approved by the Epworth Children’s Home President/CEO

Date