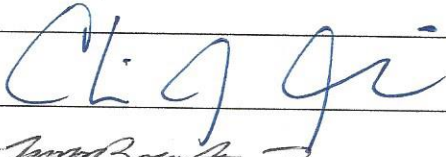



Employee Protection (Whistleblower) Policy

Section:	Foundations
Policy Number:	
Effective Date:	11/2011
Revision Number:	2
Revision Dates:	07/2012; 02/2017
Board Approval:	
Policy Council Approval:	

PURPOSE

To define protections available to all Community Action of Laramie County (CALC) Board of Directors (Board) members, Head Start Policy Council (HSPC) members, employees, contractors, volunteers and clients in regard to the reporting of alleged improper and/or illegal work practice(s) and/or behavior(s), or in regard to employees' exercising of rights under the Americans with Disabilities Act (ADA) or Amended Act (ADAAA), Family Medical Leave Act (FMLA), or while exercising of any other legal right.

PERSONS AFFECTED

All CALC Board members, HSPC members, employees, contractors, volunteers and clients.

POLICY

Retaliation of any sort against any CALC Board member, HSPC member, employee, contractor, volunteer and/or client for the internal and/or external reporting of improper and/or illegal work practice(s) and/or behavior(s) engaged in by a CALC Board member, HSPC member, employee, contractor or volunteer shall not be tolerated.

Retaliation against an employee who asks for a reasonable accommodation of his/her disability under the Americans with Disabilities Act (ADA) or Amended Act (ADAAA) or who applies for medical leave under the Family and Medical Leave Act (FMLA) or who exercises any other legal right shall likewise not be tolerated. Any reports of alleged retaliatory action(s) or behavior(s) shall be investigated, per CALC Investigation Policy and Procedures, and will be acted upon based on investigation findings.

RESPONSIBILITIES:

Any CALC Board member, HSPC member, employee, contractor, volunteer or client who has witnessed or who reasonably believes that improper and/or illegal work practice(s) and/or behavior(s) has occurred within CALC should report said practice(s) and/or behavior(s) to one of the following: direct supervisor, manager, program director, Human Resources or the Executive Director.

DEFINITIONS:

Retaliation – the act of attempting to punish or exact revenge for a perceived wrong. Retaliation may take the form of verbal or physical threats, refusal to interact or provide information or tools necessary to an individual’s work, name-calling, shaming, engaging in gossip, unlawful discharge, etc.