

# Basic Whistleblower Policy Template for Nonprofits

## 1. Purpose

The purpose of this Whistleblower Policy is to encourage staff and volunteers to report suspected or actual occurrences of illegal, unethical, or inappropriate behaviors, and to protect individuals who make such reports from retaliation or adverse consequences.

## 2. Policy

It is the policy of [Nonprofit Name] to comply with all applicable laws and regulations, and to require all employees, volunteers, and representatives to practice honesty and integrity in fulfilling their responsibilities. All members are encouraged to report questionable conduct without fear of reprisal.

## 3. Reporting Responsibility

It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of [Nonprofit Name]'s policies, suspected fraud, or other improper conduct.

## 4. No Retaliation

No individual who in good faith reports a violation shall suffer harassment, retaliation, or adverse consequences. Anyone who retaliates against someone who reported a violation in good faith may be subject to discipline.

## 5. Reporting Procedure

1. Concerns should be reported to the Executive Director or the Board Chair if the Executive Director is the subject of the complaint.
2. Reports may be made verbally or in writing, and may be submitted anonymously if desired.
3. All reported concerns will be investigated promptly and treated confidentially to the extent possible.

## 6. Acting in Good Faith

Anyone filing a report concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

## 7. Handling of Reported Violations

All reports will be acknowledged and investigated. The outcome of the investigation will be communicated to the person making the report, if known.

## 8. Administration

This policy will be administered by the Executive Director and the Board of Directors of [Nonprofit Name].

## 9. Review

This policy will be reviewed periodically and updated as needed.

**Date Approved:** \_\_\_\_\_

**Reviewed:** \_\_\_\_\_