

# **Dispute Resolution Center of Thurston County**

## **Board Policies & Procedures**

### **Employee Protection (Whistleblower) Policy**

Updated June 2024

The Dispute Resolution Center of Thurston County requires all board members and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. This includes the practice of honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations. It is the intent of the Dispute Resolution Center (DRC) to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance.

This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns internally so that the DRC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, and employees to report suspected violations of the law or DRC's policies that apply to its operations.

If any employee reasonably suspects that a violation of the law or DRC policies has occurred or is occurring, the employee shall report the suspected violation to the Executive Director or, if the report relates to the Executive Director, to any member of the Board of Directors. The employee may be required to submit the report in writing.

The DRC will not retaliate against employees who make a good faith report of a suspected violation of the law or DRC policies. An employee who retaliates against someone who has reported a suspected violation in good faith may be subject to discipline up to and including termination.

All reports will be promptly investigated and corrective action will be taken when warranted. All investigations will be conducted on a case-by-case basis by the Executive Director or, if appropriate, the full Board of Directors (excepting those board members, if any, who are accused of the prohibited conduct). Reports of suspected violations will be kept confidential to the extent possible consistent with the need to conduct an adequate investigation.

Each staff member will be made aware of this policy and will receive a copy of it upon gaining employment.