



## **Policy and Procedure**

<b>Title:</b>	Whistleblower	<b>Number:</b>	OP 15-02
<b>Effective Date:</b>	November 19, 2015	<b>Revised:</b>	Pending Oct 2019

### **Purpose**

This policy is to ensure the establishment of an avenue of complaint for a staff member to report, in good faith, violations of federal, state, and local laws as well as violations of SVWDB policies and procedures in regard to SVWDB operations.

### **Description**

The Shenandoah Valley Workforce Development Board, Inc. (SVWDB), is committed to its mission of workforce development services, while remaining in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibiting fraudulent practices by its Board members, officers, or employees. This policy outlines a procedure for employees to report actions or situations which an employee reasonably believes violate a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the SVWDB's business operations and does not relate to private acts of an individual not connected to the SVWDB's operations. Individuals are encouraged to report such violations and must be assured they may do so without fear of retaliation.

### **Procedure**

If an employee has a reasonable belief that a Board member, officer, employee, or the SVWDB itself has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or which constitutes a fraudulent practice, the employee is expected to immediately report such information to the Chief Executive Officer. If the employee does not feel comfortable reporting the information to the Chief Executive Officer, they may report the information to the Board Chair. The recipient of this report shall serve as the Compliance Officer for purposes of this investigation. The legitimacy of the allegation shall be reviewed and all reports of infractions will be promptly investigated. The report of violation and the results of the investigation shall be presented to the SVWDB Executive Committee for review and possible action. The identity of the complainant shall be kept confidential, except where disclosure is necessary to ensure a proper investigation and to provide due process. If the CEO and Board Chair are viewed as part of the issue, the Virginia Community College System may be contacted directly.

The SVWDB, or its Board members, officers or employees shall not retaliate against an employee who: (a) reports to the Chief Executive Officer, the Board Chair, or to a federal, state or local agency what the employee believes, in good faith, to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights. Retaliation includes adverse changes in the employee's terms and conditions of employment which are a result of the complaint. The SVWDB may take disciplinary action (up to and including termination) against any employee who, in management's assessment, has engaged in retaliatory conduct in violation of this policy. In addition, the SVWDB will not, with the intent to retaliate, take any action harmful to any employee who has provided law enforcement personnel, or a court, truthful information relating to the commission or possible commission, by the SVWDB or any of its Board members, officers, or employees, of a violation of any applicable law or regulation.

Training will be provided in order to make all staff aware of this policy.

Revisions:

October 10, 2019