

**VAN BUREN COMMUNITY MENTAL HEALTH AUTHORITY
POLICIES & PROCEDURES**

Title: Whistle Blower
Originated: 02/09/10
Revised: 10/03/18

Number: I.05.03
Approved By: Executive Team

DIRECTIVE: Van Buren Community Mental Health (VBCMh) is committed to operating in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, contractors, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices and assures no retaliation for a good faith report. This policy applies to any matter which is related to VBCMh's business and does not relate to private acts of an individual not connected to the business of VBCMh.

PROCEDURES:

If an employee has a reasonable belief that an employee or VBCMh has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Corporate Compliance Officer. The employee may choose to report the information to the Compliance Specialist, Supervisor, Division Manager, and/or CEO in addition to or in lieu of the Corporate Compliance Officer.

All reports will be promptly and thoroughly investigated. VBCMh will strive to keep the identity of the reporting individual as confidential as possible, while conducting an adequate review and investigation.

VBCMh will not retaliate against any employee in the terms and conditions of employment because that employee: (a) reports to the Compliance Officer, a supervisor, division manager, and/or the CEO, 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.

VBCMh 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, VBCMh will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement or court personnel truthful information relating to the commission or possible commission by VBCMh or any of its employees of a violation of any applicable law or regulation.

All staff will be trained on this policy and VBCMh's prohibition against retaliation in accordance with this policy.