



**No One Left Behind**

# **Whistleblower Policy for Bonita Bay Veterans Council (BBVC)**

## **1. Purpose**

The purpose of this Whistleblower Policy is to encourage and enable employees, volunteers, board members, and other stakeholders to report concerns about suspected misconduct or violations of law or policy within BBVC. This policy aims to promote transparency, integrity, and accountability in the organization's operations.

## **2. Scope**

This policy applies to all employees, volunteers, board members, contractors, and other stakeholders of BBVC.

## **3. Reporting Responsibility**

It is the responsibility of all stakeholders to report any concerns they may have regarding:

- Fraudulent or illegal activities.
- Violations of organizational policies.
- Ethical misconduct.
- Any other behavior that could harm the organization's reputation or interests.
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## **4. Reporting Procedure**

### **Internal Reporting:**

- Concerns should be reported to the Vice President. If the concern involves the Vice President, it should be reported to the President of the Board.
- Reports can be made orally or in writing. Written reports should be detailed and provide as much information as possible to facilitate an investigation.

### **Confidentiality:**

- All reports will be treated confidentially to the extent possible, consistent with the need to conduct an adequate investigation.

### **Anonymous Reporting:**

- Reports can be made anonymously. However, providing your identity may assist in the investigation.

## **5. Handling of Reports**

- Upon receipt of a report, the Vice President will acknowledge receipt of the report within five business days.
- An investigation will be initiated promptly. The scope and nature of the investigation will depend on the specifics of the reported concern.
- A report on the outcome of the investigation will be provided to the whistleblower (if known), the President, and the Board of Directors, while maintaining confidentiality as appropriate.

## **6. Protection Against Retaliation**

- BBVC prohibits retaliation against anyone who, in good faith, reports a concern or participates in an investigation. Retaliation includes, but is not limited to, adverse actions such as termination, demotion, harassment, or any other form of discrimination.
- Anyone who believes they have been retaliated against should report it immediately to the President of the Board. Any individual found to have

engaged in retaliatory actions will be subject to disciplinary measures, up to and including termination of employment or volunteer status.

## 7. Acting in Good Faith

- Reports should be made in good faith with reasonable grounds for believing that the information disclosed indicates a violation of policy or law.
- Any individual making frivolous or malicious reports will be subject to disciplinary action.

## 8. Documentation and Retention

- All documentation related to reported concerns and investigations will be maintained in a secure location for a minimum of seven years.
- Documentation will include the initial report, investigation notes, and any actions taken as a result of the investigation.

## 9. Policy Review

- This Whistleblower Policy will be reviewed periodically by the Board of Directors to ensure it remains current and effective.
- Any amendments to the policy will be communicated to all stakeholders.

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## Acknowledgement

I acknowledge that I have received and read the BBVC Whistleblower Policy. I understand and agree to comply with this policy and understand my responsibilities under it.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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For questions or additional information, please contact:

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