

Whistleblower Procedure

This Whistleblower Procedure is governed by the following official personnel policies for The Road Home. The purpose of this procedure is to protect any employee who reports an activity that they consider to be illegal or dishonest by 1) providing confidentiality and 2) protecting against retaliation. The procedure applies to all employee of The Road Home.

Definition

A whistleblower is an employee of The Road Home who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

- Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.
- If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, they should contact their immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Protections

Whistleblower protections are provided in two important areas: confidentiality and against retaliation.

1. **Confidentiality:** Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.
2. **Retaliation:** The Road Home will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Immunity and Trade Secrets

Defend Trade Secrets Act (DTSA) Compliance states: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

1. Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
2. Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."
3. All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Human Resources Director.