

## **SEE SOMETHING SAY SOMETHING POLICY**

The SM&NC is committed to maintaining a workplace where employees, officers and volunteers are free to raise good faith concerns regarding the SM&NC's business practices. The SM&NC is committed to compliance with the laws and regulations to which it is subject.

Any employee who wishes to report a suspected violation of law or SM&NC policy may do so confidentially by contacting the Executive Director & CEO, Human Resource Director or member of the Board's Human Resource Committee.

The SM&NC expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of SM&NC policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination of employment. Any officer who engages in retaliation will be removed from the Board of Directors. Any volunteer who engages in retaliation will not be allowed to volunteer for the SM&NC.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director & CEO, the Human Resource Director or any Board Member on the Human Resource Committee.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. In the event that the suspected violation involves the Executive Director & CEO, the Human Resource Director, or a member of the Human Resource Committee, that individual will not be involved in conducting the investigation of the suspected violation. Following an investigation, the SM&NC will take appropriate action, if any is necessary.