



WHISTLEBLOWER PROCEDURE

The Women's Center of Greater Danbury (the "Center") is committed to the highest standards of fiduciary and ethical conduct. It is the intent of the Center to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance.

The Center will not retaliate against or harass an employee who reasonably believes that a policy, practice or activity of the Center is fraudulent or dishonest or is in violation of a law or regulation that applies to the organization and has made a protest or raised a complaint to the Center that such policy, practice or activity is in violation of a law or regulation. An employee will be protected only if the employee brings the alleged unlawful policy, practice or activity to the attention of the Center by filing a written complaint with the President & CEO or the Board Chair and provides the Center with a reasonable opportunity to investigate and correct the alleged unlawful activity.

All relevant matters, including suspected but unproven matters, will be promptly reviewed and analyzed, with documentation of the receipt, retention, investigation and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor, if appropriate. Investigations may be conducted by independent persons such as auditors and/or attorneys. Investigators will endeavor to maintain appropriate confidentiality, but confidentiality is not guaranteed.

The Center recognizes that intentionally untruthful, malicious, erroneous, or harassing allegations would be damaging to its mission, integrity and morale as well as the reputations of employees and/or Board members. The safeguards stated in this procedure do not apply to individuals who make intentionally untruthful, malicious, erroneous, or harassing allegations or complaints. Such allegations or complaints may result in disciplinary action in accordance with the Center's Human Resources policies. This procedure supplements and does not replace any procedures required by law or regulation.

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