



WHISTLEBLOWER POLICY

Habitat for Humanity of Georgia, Inc. (HFHGA) encourages its employees, officers, directors, and agents to maintain high ethical standards. This whistleblower policy is meant to provide a confidential and effective means for reporting suspected violations of the law. It further serves to protect individuals who report suspected violations from retaliation in any form.

A. General

Neither Habitat for Humanity of Georgia, Inc. (HFHGA) nor any of its employees, officers, directors or agents take any reprisal in the form of personal action against any current or former employee or contractor of HFHGA who discloses to a designated supervisor or officer of HFHGA, or to any federal, state, or local law enforcement agency, any information that the reporting person reasonably believes evidences known or suspected violations of federal, state, or local law and discloses that information to such designated supervisor or officer of HFHGA, or to any federal, state, or local law enforcement agency. All employees, officers, directors, and agents of HFHGA will be protected from any disadvantage caused by raising legitimate concerns and shall report suspected illegal activities within the organization to a manager or officer of the organization.

B. Safeguards

1. Confidentiality

An individual may report a suspected violation anonymously or on a confidential basis, keeping in mind that in the course of the investigation it may become necessary that the source of the complaint be identified.

2. No Retaliation

No individual who reports a suspected violation in good faith, whether or not the allegation turns out to be correct, shall be subject to any form of retaliation, including harassment, demotion, or firing, by HFHGA or its employees, officers, directors, and agents. Anyone who retaliates against a complainant shall be subject to disciplinary action, up to and including termination.

HFHGA will not retaliate against employees who disclose or threaten to disclose to an officer, supervisor or a public body, any activity, policy, or practice of HFHGA that the employee reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to law.

3. Malicious Allegations

An individual is not required to prove the truth of an allegation, but is required to act in good faith. Any individual who does not act in good faith in reporting a suspected violation may be subject to disciplinary action up to and including termination.

C. Procedure

1. Open Door Policy



If an employee reasonably believes that some policy, practice, or activity of HFHGA is in violation of the law or a clear mandate or public policy, the employee should share their questions, concerns, suggestions, or complaints with someone who may be able to address them properly. If the concerns are not addressed, the individual should make a formal complaint as outlined below.

2. Reporting Violations

If an individual reasonably believes that some practice of HFHGA or an employee, officer, director, or agent of HFHGA, or another individual entity with whom HFHGA has a business relationship is in violation of the law or a clear mandate or public policy, the employee must file a written complaint with the Executive Director of the organization. Such individual shall also, at all times, have the right to notify a member of the Board of Directors of the organization or any federal, state, or local law enforcement agency.

3. Handling Reported Violations

Within five (5) business days of receipt of the complaint, the Executive Director will contact the complainant and acknowledge receipt of the complaint and shall also notify the Executive Committee of the Board of Directors that such a complaint has been received. The complainant will be notified about what actions will be taken. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.

Any complainant who reasonably believes they have been retaliated against in violation of this whistleblower policy shall follow the same procedures as they did when they filed the original complaint.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with the opportunity to ask questions about the policy.

Signature

Date

Print Name