

Kentucky Equal Justice Center

Whistleblower Policy

Introduction

It is the objective of Kentucky Equal Justice Center (KEJC) to abide by all applicable laws and regulations. We take seriously our obligation to prevent the kinds of legal and ethical violations that could cause adverse publicity or public distrust of KEJC, injure our ability to fulfill our mission or result in a failure to meet our obligations to the public. This policy is intended to encourage KEJC Board members, employees, volunteers, and others to report suspected or actual conduct that violates applicable legal or ethical obligations, including actions that constitute fraudulent accounting practices or organizational mismanagement. Reports may be made under this policy without fear of retaliation, retribution or adverse employment consequences.

Policy

KEJC employees, Board members and volunteers shall report any concerns within KEJC's financial or organizational management or any fraudulent accounting practices and are encouraged to report any other suspected violation of other applicable law(s) or regulation(s). KEJC staff attorneys are expected to report unethical behavior or attorney misconduct in accordance with the Kentucky Rules of Professional Conduct.

KEJC will not retaliate against an employee in the terms and conditions of employment because that employee:

- (a) reports to the Director, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of applicable law;
- (b) participates in good faith in any resulting investigation or proceeding; or
- (c) exercises his or her rights under state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

Acting in good faith means that the individual has reasonable grounds for believing a violation of the policy has occurred and has not made unsubstantiated reports or statements maliciously or knowing them to be false.

KEJC may take disciplinary action, up to and including termination, against an employee who engages in retaliatory conduct in violation of this policy.

Procedure

To report suspected misconduct within KEJC, the KEJC employee, Board member, or volunteer is expected to promptly report the suspected or actual violation of law or ethics to the Director, preferably in writing. If the employee does not feel comfortable reporting the information to the Director, he or she is expected to report the information to a member of KEJC's Board of Directors, preferably in writing.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, KEJC will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation. Corrective action shall be taken if warranted by the investigation.

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.

Employee Signature

Date

Adopted December 12, 2014