



HUMANE SOCIETY OF MACOMB WHISTLEBLOWER POLICY

The Humane Society of Macomb requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of The Humane Society of Macomb, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Humane Society of Macomb can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Humane Society of Macomb's code of ethics or suspected violations of laws or regulations that govern the Humane Society of Macomb's operations.

No Retaliation

It is contrary to the values of the Humane Society of Macomb for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Humane Society of Macomb. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Humane Society of Macomb has an open door policy and suggests that employees or volunteers share their questions, concerns, or complaints with their supervisor or the shelter director. If you are not comfortable speaking with your supervisor or the shelter director or are not satisfied with the response, you are encouraged to speak with a board member. Concerns or complaints may also be submitted in writing directly to the shelter director or the president of the board of directors.

Compliance Officer

The president of the Humane Society of Macomb is responsible for ensuring that all complaints of unethical and illegal conduct are investigated and resolved. The president of the Humane Society of Macomb will advise the board of directors of complaints and their resolution.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowing to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Humane Society of Macomb's president will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation, if requested. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.