

Whistleblower Protection Policy

Mesilla Valley CASA

1) General

The **Mesilla Valley CASA** (“CASA”) adopts the following Policy to strengthen its existing policies and procedures, maintain and exemplify “best practices,” and comply with applicable law and regulations.

- 2) CASA encourages any board member, staff member, or volunteer to bring instances of improper conduct, such as waste, fraud, financial impropriety, or abuse, to the attention of a responsible person who can be counted upon to investigate the problem promptly and fairly.

Any board member, staff member, or volunteer of CASA who reports waste, fraud, financial impropriety, or abuse will not be fired or otherwise retaliated against for making the report.

- 3) There are several ways to make a confidential - and anonymous, if so desired - report of suspected waste, fraud, or abuse:

Submit written information, send an email report, call or have a personal meeting with one of the following board members

Board President Name and Email:

Governance Committee Chair Name and Email:

- 4) The report shall be taken seriously and investigated. The person or persons charged with alleged impropriety shall be given an opportunity to respond to the allegations in person or writing. Even if the matter is determined not to constitute improper conduct, the individual making the report will not be retaliated against. That person shall not be subject to any punishment – including firing, demotion, suspension, reprimand, harassment, failure to consider the employee for promotion, or any other kind of discrimination – in retaliation for making the report.

- 5) Following the investigation, CASA will:

- a) Provide the person filing a report with a summary of the findings;
- b) Take appropriate steps to deal with the issue addressed, including making operational or personnel changes, or justify why corrections are not necessary; and
- c) If warranted, contact law enforcement to deal with any suspected criminal activities

- 6) **Mesilla Valley CASA** will maintain confidential records of all actions taken under this Policy.

- 7) The Board Governance Committee has responsibility for oversight of compliance with this Policy.