



Whistleblower Policy

The Friends of Corte Madera Creek Watershed (Friends) requires directors and officers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Friends, they must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to enable board members and others to raise serious ethical and legal concerns so that the Friends can address and correct inappropriate conduct and actions. It is the responsibility of all board members to report concerns about suspected violations of ethical or legal matters governing Friends' operations.

No Retaliation

It is contrary to the values of Friends for anyone to retaliate against any board member or person who in good faith reports an ethics or legal violation, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Friends. A board member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including their removal from the Friends.

Reporting Procedure

All board members are encouraged to speak with others in the organization about suspected ethical and legal violations. Friends has designated its President as the "Compliance Officer," and they, or their designated board member, has the responsibility to investigate all reported complaints. Board members may also submit their concerns in writing to the Compliance Officer or the full Board.

Compliance Officer

The Compliance Officer (Friends President or their designee) is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Friends' Compliance Officer shall immediately notify the Treasurer of any concerns or complaints regarding financial accounting, financial practices and internal controls or auditing and work with the Treasurer until the matter is resolved.

Acting in Good Faith

Anyone filing a written 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 knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted confidentially 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 Friends' Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Cindy Lowney
President, Friends of Corte Madera Creek Watershed

Policy Approved by the Board of Directors on April 18, 2019