



Tallatoona Community
Action Partnership, Inc.

WHISTLE BLOWER

At Tallatoona CAP, Inc., every employee is responsible for ensuring that the Agency's actions and associations maintain the highest professional standards. Each employee is expected to report what you believe in good faith are violations of the law or Agency policy, whether accidental or deliberate, by any Agency employee or director. If you become aware of any conflict, relationship, payment or other action, involving yourself or others, which could conflict with these policies, it is your obligation to disclose the matter fully to your supervisor or to the Executive Director. The knowing failure to report a violation is itself a violation of Company policy.

Reports of possible violations will be acted upon promptly and in a manner consistent with the circumstances. All reports will be confidential except as necessary to conduct investigations.

You will not be disciplined or suffer retribution for reporting honestly and in good faith suspected or actual violations.

Failure to comply with this policy may result in disciplinary action. Disciplinary action may include a reprimand which is documented in the personnel file, loss of compensation, change of responsibilities to avoid repeat violations, demotion, termination or other measures Agency management or the Board of Directors deems appropriate, or, in the case of a director, suspension or removal from the Board of Directors.

I, the undersigned, do hereby assert that I fully understand the Whistle Blower Policy and agree to abide by it.

Name (please print)

Job Title

Signature

Date