

Whistleblower Policy

Purpose:

The purpose of this policy is to provide a means for employees to report concerns about unethical or illegal activities without fear of retaliation.

Scope:

This policy applies to all employees of the organization.

Policy:

- The organization encourages employees to report any concerns they have about unethical or illegal activities.
- Employees may report their concerns to the organization's management, the HR department, or the legal department. In addition we have a Rabbi on retainer to help address issues of this nature, the employee should be provided with the individual's contact information at hiring and is also requestable via the board or HR departments.
- Employees may also report their concerns to an external agency, such as a regulatory body or law enforcement, if they believe it is appropriate.
- The organization will not tolerate retaliation against employees who make good faith reports of unethical or illegal activities.
- Employees who make false or malicious reports will be subject to disciplinary action.

Responsibility:

- Management is responsible for ensuring that this policy is communicated to all employees and for creating a culture in which employees feel safe to report their concerns.
- HR is responsible for investigating reports of unethical or illegal activities and for taking appropriate action.
- The legal department is responsible for advising the organization on legal issues related to whistleblowing.

Confidentiality:

The organization will take reasonable steps to protect the confidentiality of employees who make reports of unethical or illegal activities, to the extent permitted by law.