

## POLICIES AND PROCEDURES

POLICY NUMBER: **09-03**  
SUBJECT: **WHISTLEBLOWER POLICY**  
EFFECTIVE DATE: April 28, 2009  
REVISION DATE:  
SUPERSEDES:  
APPROVED BY: **Board of Directors**

---

### POLICY

CWEA's Whistleblower Policy is intended to:

1. encourage staff and volunteers to come forward with credible information on alleged illegal practices or serious violations of adopted policies of the Association;
2. identify procedures by which such information can be reported; and
3. confirm that CWEA does not tolerate retaliation against any person who makes a good faith report under this policy.

**Encouragement of reporting.** The Association encourages complaints, reports or inquiries about alleged illegal practices or serious violations of the Association's policies, including perceived illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy include, for example: alleged financial improprieties, accounting or audit matters, ethical violations, or other similar improper practices or conduct.

### PROCEDURES

**Where/how to report.** Complaints, reports or inquiries under this policy are made on a confidential basis. The complaint should be in writing, and should describe in detail the specific facts demonstrating the basis for the concern.

Complaints under this policy should be directed either to the Association's Executive Director or President. If both of those persons are implicated in the complaint however, then it should be directed to the President-Elect. The Association will review the concern, and conduct an investigation as appropriate.

The Association prohibits retaliation by or on behalf of the Association against staff or volunteers for making a complaint, report or inquiry under this policy or for participating in a review or investigation under this policy. This protection against retaliation extends to all those whose allegations are made in good faith, even if the allegations are later determined to be mistaken.

The Association reserves the right to discipline, or otherwise take appropriate action against, persons who intentionally make a false complaint, report or inquiry under this policy, or who otherwise abuse this policy.