

ADIRONDACK HAMLETS TO HUTS WHISTLEBLOWER POLICY

1. Purpose

The purpose of this policy is to provide employees, volunteers, and stakeholders of Adirondack Hamlets to Huts with a confidential and secure process to report concerns about unethical or illegal conduct. It ensures protection from retaliation for individuals who report such concerns in good faith.

2. Scope

This policy applies to all employees, volunteers, board members, contractors, and any other individuals associated with Adirondack Hamlets to Huts.

3. Definition of Whistleblowing

Whistleblowing involves reporting:

- Violations of laws or regulations.
- Fraud, financial irregularities, or misuse of funds.
- Harassment, discrimination, or workplace misconduct.
- Unsafe practices or risks to public safety.
- Any other unethical behavior that conflicts with [Nonprofit Name]'s mission and values.

4. Reporting Procedure

- **How to Report:** Concerns should be reported in writing or verbally to the Executive Director or the Board President.
- **Anonymous Reporting:** Reports can be submitted anonymously via email.
- **Contact Information:**

Joe Dadey, ADKH2H Executive Director. Email: joe@adkh2h.org. Phone: 315.657.1320

Jamie Savage, ADKH2H Board President. Email: jmsavage@esf.edu. Phone: 518.534.3934

5. Confidentiality

Adirondack Hamlets to Huts will make every effort to maintain the confidentiality of the whistleblower, consistent with the need to investigate and address the reported concerns.

6. Protection Against Retaliation

- Retaliation against individuals who report concerns in good faith is strictly prohibited.
- Examples of retaliation include termination, demotion, harassment, or any adverse employment action.
- Individuals who believe they have been retaliated against should report this immediately to either the Executive Director or the Board President.

7. Investigation Process

- All reports will be taken seriously and investigated promptly and thoroughly.
- The investigation process may involve interviews, document reviews, and consultation with legal or external auditors as necessary.
- The results of the investigation will be shared with relevant parties while maintaining confidentiality.

8. False Claims

Individuals who knowingly make false claims or provide misleading information may be subject to disciplinary action, up to and including termination or dismissal from their role.

9. Communication and Training

- This policy will be shared with all employees, volunteers, and board members.
- Training on the whistleblower policy will be included as part of the onboarding process and revisited annually.

10. Policy Review

This policy will be reviewed annually by the board of directors to ensure its effectiveness and alignment with legal and organizational requirements.

Acknowledgment

I, the undersigned, acknowledge that I have received and read the whistleblower policy of Adirondack Hamlets to Huts. I understand my responsibility to report concerns and agree to adhere to this policy.

Name:

Signature:

Date: