



## **WHISTLEBLOWER POLICY**

### **Purpose:**

Mental Health America, Inc. (MHA) is committed to high standards of ethical, moral and legal business conduct. Consistent with this commitment and MHA's commitment to open communication, this policy provides an avenue for employees of MHA to raise concerns and reassurance that employees will be protected from reprisals or victimization for whistleblowing.

It is the intent of MHA to adhere to all laws and regulations that apply to the organization. The underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy or practice to the attention of the persons specified below and provides MHA with a reasonable opportunity to investigate and correct the alleged unlawful activity, policy or practice. The safeguards described below are available only to employees who comply with this requirement.

This Whistleblower Policy is intended to protect employees if employees raise concerns regarding:

- incorrect financial reporting;
- unlawful activity;
- activities that are not consistent with MHA policies; or
- activities which otherwise amount to serious improper conduct.

### **Policy:**

If any employee of MHA reasonably believes that some policy, practice, or activity of MHA is in violation of a law, a written complaint must be filed by that employee with the President and CEO or the Chair of the Board of MHA explaining all allegations in reasonable detail.

### **Safeguards:**

### ***Non-retaliation***

MHA will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice or activity of MHA or any employee of MHA, or of another individual or entity with whom MHA has a business relationship, on the basis of a reasonable belief that the policy, practice or activity is in violation of law.

MHA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any policy, practice or activity of MHA that the employee reasonably believes is in violation of any applicable law or regulation or is in violation of clear mandate or public policy.

### ***Harassment or Victimization***

Harassment or victimization for reporting concerns under this policy will not be tolerated.

### ***Confidentiality***

Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

### ***Anonymous Allegations***

This policy encourages any employee making allegations to sign the allegation because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- the seriousness of the issue raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

### ***Bad Faith Allegations***

Allegations in bad faith may result in disciplinary action.

### **Procedure: Process For Raising A Concern**

## ***Reporting***

The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting, unethical, or illegal conduct are to be reported directly to the President and CEO or Chair of the Board of MHA.

## ***Timing***

The earlier a concern is expressed, the easier it is to take action.

## ***Evidence***

Although the employee is not expected to prove the truth of an allegation, the employee should be able to demonstrate to the person contacted that the report is being made in good faith.

## ***How the Report of Concern Will Be Handled***

The action taken by MHA in response to a report of concern under this policy will depend on the nature of the concern. The Personnel Committee of the MHA Board of Directors shall receive information on each complaint filed by an employee and a full report on actions taken as a result of such complaint.

## ***Initial Inquiries***

Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

## ***Further Information***

The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

### **Effective Period**

MHA Board adopted on March 7, 2009.