



Healing  
California

## Healing California Whistleblower Policy

Healing California's Whistleblower Policy is intended to encourage the highest ethical standards of behavior by our Directors, Officers, Employees and Volunteers by enabling them to report serious concerns without fear of retaliation.

### **Reporting Responsibility**

It is the responsibility of all Directors, Officers, Employees and Volunteers to comply with Healing California (HC) policies and all applicable laws and regulations, and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No Director, Officer, Employee or Volunteer who in good faith reports a suspected violation shall suffer harassment, retaliation, or adverse employment consequence for reporting it. Anyone who retaliates against a person for good-faith reporting of a violation is subject to discipline, up to and including removal from the organization.

### **How to Report Violations**

**Employees:** HC encourages employees to report suspected violations to their supervisor. If an employee is not comfortable reporting to their supervisor or are unsatisfied with the supervisor's response, employees are encouraged to report to the HC Board Chair. If employees are not comfortable reporting to the Board Chair, they are encouraged to report to any Board Member they are comfortable approaching.

**Volunteers:** HC encourages volunteers to report suspected violations to their designated volunteer leader. If volunteers are not comfortable reporting to their volunteer leader or are unsatisfied with their response, they are encouraged to report to HC's Volunteer Coordinator or Program Director. If volunteers are not comfortable reporting to them or are unsatisfied with their response, volunteers are encouraged to report to the Board Chair or any Board Member they are comfortable approaching.

**Board Members:** Board Members are *required* to report suspected violations of HC policies or relevant laws and regulations to the Board Chair.

If a Board member is not comfortable reporting to the Board Chair, they are encouraged to report to another board member they are comfortable approaching.

### **Confidentiality**

Reports may be submitted on a confidential basis by the complainant. Every effort will be made to maintain confidentiality, consistent with the need to conduct an adequate investigation. Reports may also be made anonymously at:

Lighthouse Services, LLC  
1710 Walton Rd., Suite 204  
Blue Bell, PA 19422  
Phone: (215) 884-6150  
Toll Free: 844-709-6000  
Fax: (215) 689-3885  
Email: [info@lighthouse-services.com](mailto:info@lighthouse-services.com)

Lighthouse Services provides confidential, 24-hour reporting services, enabling companies of all sizes to maintain an ethical workplace and address fraud, abuse, regulatory violations and other inappropriate behavior.

### **Handling of Reported Violations**

All reports of suspected violations (and resolution, if any) should make their way up to the board in a timely manner. The Board Chair, or other board member contacted, has responsibility to investigate all unresolved suspected violations. The Board Chair or Member receiving the report will notify the reporter (if known) within five business days that the report has been received. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If warranted, the Chair shall advise the Executive Director and/or relevant board committee(s) of the resolution.

### **Acting in Good Faith**

Anyone reporting a violation or suspected violation must be acting in good faith and have reasonable grounds for suspecting a violation. Any allegations that prove to be unsubstantiated and which also prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Signed By:



Linwood Boomer, Founder and Board Chair  
August 20, 2020