



Whistleblower Protection Policy

Florida Native Plant Society

PURPOSE

The Florida Native Plant Society, Inc. (FNPS) is committed to lawful and ethical behavior in all of its activities and requires its employees, officers, contractors and volunteers to observe high standards of business and personal ethics and act with honesty and integrity when conducting their duties and responsibilities. The purpose of this Policy is to require disclosure of all illegal or unethical conduct in connection with FNPS finances or other aspects of its operations, and to describe the methods for such disclosure.

REQUIRED REPORTING

A. What to Report

All FNPS employees, officers, contractors and volunteers must promptly report any of the following which they become aware or have reason to believe may exist:

1. Violations of any applicable federal, state or local law or regulation, including but not limited to discrimination and harassment as defined by Title VII of the Civil Rights Act of 1964, which forbids discrimination based on race, color, religion, sex (including sexual harassment), or national origin;
2. Violations of any material policy of FNPS, including but not limited to those related to personnel practices, conflicts of interest, governance, internal controls and financial management, and confidentiality.
3. Any questionable or improper matters regarding bookkeeping, accounting, internal accounting controls, or auditing matters;
4. Embezzlement, private benefit, or misappropriation of funds by any FNPS employee, director, volunteer or contractor;
5. Inappropriate handling or resolution of any complaint or matter previously reported under this Policy.

An activity is subject to reporting under this Policy regardless of whether such activity is within the scope of the individual's official duties on behalf of FNPS.

B. How to Report

Reports under this Policy must be made in writing to either the FNPS Board of Directors (Board) President or Executive Director. Additionally, if the circumstances warrant, reports may be made directly to any of the FNPS Directors. Reports may be made in a way that identifies the reporter or anonymously, at the discretion of the reporting individual.

C. Handling of Reports

Reports under this Policy will be taken seriously and investigated promptly. FNPS will maintain the confidentiality of reports to the extent feasible when investigating complaints. Appropriate corrective action will be taken if warranted by the investigation into the reported conduct or for violations of this Policy. Corrective action may include, but is not limited to, termination of FNPS employment, removal of FNPS Board members or even suspension or termination of the status and privileges of an FNPS chapter.

This Whistleblower Policy is intended to encourage and enable officers, directors, employees, volunteers, and contractors to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no officer, director, employee, or contractor who, in good faith, reports a concern shall be threatened, discriminated against, harassed or otherwise subjected to retaliation or, in the case of an employee, adverse employment consequences as a result of such a report. RETALITATION AGAINST THE WHISTLEBLOWER IS PROHIBITED.

All FNPS employees, officers, contractors and volunteers have a duty to:

1. Report any matter that the individual reasonably believes must be reported under this Policy;
2. Participate in an investigation by a regulatory authority, law enforcement agency, member or committee of Congress, or any person with supervisory authority over the individual or who has the authority to investigate reports under this Policy;
3. Report truthful information relating to any state or federal offense to a law enforcement officer;
4. Provide information, cause information to be provided, or otherwise assist in an investigation regarding any conduct which the individual reasonably believes constitutes a violation of applicable law or fraud, when the investigation is brought by a governmental, regulatory, or law enforcement agency, a member or committee of Congress, a person with supervisory authority over the individual, or such other person working for FNPS who has the authority to investigate, discover, or terminate improper conduct.

Any individual subject to this policy who has reason to believe that they have been subject to retaliation for making a report or participating in an investigation under this Policy must immediately report in writing such alleged retaliation in accordance with sections A and B of this Policy. Any employee who retaliates against another employee for making a report or participating in an investigation under this Policy will be subject to disciplinary action in accordance with procedures specified in the Employee Handbook.

ACTING IN GOOD FAITH

A person making a report under this Policy must be acting in good faith and have reasonable grounds for believing that the matter raised is a serious violation of law or policy or an improper accounting or auditing practice. The act of making allegations maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false or unsubstantiated, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the organization.

Approved:  _____
President, Board of Directors

Date: 8/13/2018 _____