

St. John's Episcopal Church – Whistleblower Policy

St. John's Episcopal Church requires its clergy and Vestry and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of St. John's, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that St. John's can address and correct inappropriate conduct and actions. It is the responsibility of all Vestry members, employees and volunteers to report concerns about suspected violations of law or regulations that govern St. John's operations. Employees and members of St. John's are expected to comply with Diocesan policies, including the Employee Handbook and the Policies around Sexual Abuse, Exploitation or Harassment (part of the Diocesan Safeguarding Program).

No Retaliation It is contrary to the values of St. John's for anyone to retaliate against any Vestry member, employee or volunteer who in good faith reports a violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of St. John's. Any employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Any volunteer who retaliates against someone who has reported a violation in good faith is subject to being removed from the position as a volunteer.

Reporting Procedure St. John's has an open door policy and suggests that members and employees share their questions, concerns, suggestions or complaints with the clergy. If you are not comfortable speaking with clergy, or if you are not satisfied with the response, you are encouraged to speak with the Rector's Warden. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Vestry, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Rector's Warden.

The Clergy and the Rector's Warden are responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Clergy will advise the Rector's Warden and the Vestry of all complaints and their resolution and will report at least annually to the Vestry on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters The Clergy shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

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Confidentiality Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations The Clergy and Rector's Warden will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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Policy approved by the Vestry at its meeting on _____, 2014

Signed:

Kim Roberts, Clerk of the Vestry

Jan Oller, Priest-in-Charge