

Whistleblower Policy

Henrico PAL is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violate a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Henrico PAL's business and does not relate to private acts of an individual not connected to the business of Henrico PAL.

If an employee has a reasonable belief that an employee or Henrico PAL has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Executive Director. If the employee does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to a member of the board.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, Henrico PAL will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

Henrico PAL will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the executive director, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights. In addition, Henrico PAL will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by Henrico PAL or any of its employees of a violation of any applicable law or regulation.

Henrico PAL may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

Supervisors will be trained on this policy and Henrico PAL's prohibition against retaliation in accordance with this policy.

