



# Whistleblower Protection Policy

## 1.0 Purpose

Heat Wave of Florida requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Heat Wave of Florida, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## 2.0 Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Heat Wave of Florida can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of Heat Wave of Florida's code of ethics or suspected violations of law or regulations that govern Heat Wave of Florida's operations.

## 3.0 No Retaliation

It is contrary to the values of Heat Wave of Florida for anyone to retaliate against any board member, officer, staff member, or volunteer who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of Heat Wave of Florida. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## 4.0 Reporting Procedure

Heat Wave of Florida has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or any Board Member.

## 5.0 Compliance Officers

The Heat Wave of Florida's Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. If appropriate, the Board will advise the Executive Director on all complaints and their resolution.