

Big Sky Institute for the Advancement of Nonprofits (BSI)

Whistleblower and Non-Retaliation Policy¹

I. General

Big Sky Institute for the Advancement of Nonprofits' Code of Ethics requires directors, officers, employees, contractors and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

As employees and representatives of BSI, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibilities

It is the responsibility of all directors, officers, employees, contractors and volunteers to comply with and to report violations or suspected violations of the Code of Ethics, BSI policies, or laws in accordance with this policy.

III. No Retaliation

No director, officer, employee, contractor or volunteer, who in good faith reports a violation of the Code, BSI policies, or law shall suffer harassment, retaliation or adverse employment consequence.

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.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within BSI prior to seeking resolution outside BSI.

IV. Reporting Violations

Directors, officers, employees, contractors and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly.

¹ Based upon a Whistleblower policy adopted July 8, 2008 by the Montana Nonprofit Association, which is a membership organization that promotes a stronger nonprofit sector in Montana through public policy, affordable products and services, organizational development, research and information sharing, and network building.

In most cases, employees, contractors and volunteers should report to the BSI Executive Director.

However, if an employee, contractor or volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that individual is encouraged to report to any officer of the Board.

V. Acting in Good Faith

Any good faith report, question, concern or complaint is fully protected by this policy, even if the report, question, concern or complaint is, after investigation, not substantiated.

Anyone filing a 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 of the Code, BSI policy, or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be subject to discipline up to and including termination.

VI. Confidentiality

Upon the request of the complainant, BSI will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VI. Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Executive Director or board officer has received the complaint or report. The Board shall be informed of all such complaints or reports.

Approved by BSI's Board of Directors on August 1, 2013