

NAMI Massachusetts Board of Directors

Whistle Blower Policy

10/3/09

It is the policy of NAMI Massachusetts that employees or other public stakeholders have an open opportunity to bring to the attention of NAMI Mass governance, allegations of wrongdoing or malfeasance on the part of NAMI Mass staff, its officers, employees, and independent contractors. This includes but is not limited to violations of law, gross waste of NAMI Mass funds or property, or abuse or neglect of fiduciary duty. Not by way of elimination but by way of explanation, these allegations will usually fall into the following categories:

- Commission of criminal offences
- Instances of regulatory non-compliance
- Issues of probity and propriety, e.g. fraud, theft, bribery, corruption and embezzlement

Retaliation towards those who report such allegations will not be tolerated. Those who retaliate, interfere with investigations, or destroy or conceal evidence will be subject to immediate disciplinary actions to the full extent of the law.

Employees who willfully file complaints based upon information known by the employee making the allegations to be false or misrepresented, will be subject to disciplinary action or other remedies of law.

A. Procedures for Whistle Blower Complaints and Complaints of Retaliation

The Treasurer of the Board shall receive allegations pursuant to the provisions of this policy. Reports of alleged wrongdoing, should be submitted in writing, and include a verifiable name, address, and telephone number of the reporter to the Chairman of the NAMI Audit and Finance Committee. Reports or allegations submitted anonymously may or may not be investigated.

The Treasurer of the Board or his/her designee will conduct an investigation of the complaint. Referrals shall be made to the appropriate law enforcement agencies when there is reason to believe that a crime may have been committed.

Investigations will be conducted promptly and a written report with investigative findings and conclusions shall be sent to the NAMI Mass Board of Directors within ninety (90) days of the date on which the allegations were received.

An employee or applicant who believes that retaliation prohibited by this policy has occurred must, within sixty (60) days after the alleged prohibited action has taken place, file a complaint with the Treasurer of the Board.

Each report of retaliation will follow the same investigative policy rule as outlined above. A prompt investigation will be conducted and a written report will be sent to the NAMI Mass Board of Directors within ninety (90) days of the date on which the allegations were received. The Board of Directors will take appropriate action on the report's recommendations.

In the event that the matter falls within the jurisdiction of the NAMI's Equal Employment Opportunity grievance procedure, and is not the result of the reporting of wrongdoing, the matter will be referred to the Executive Director for appropriate action.

This policy is not to be substituted or used in place of other NAMI personnel policies for personnel matters other than those described above.
