

Whistleblower

This whistleblower policy is intended to provide a mechanism for the reporting of illegal activity while protecting the employees who make such reports from retaliation.

Code of Conduct

The Women's Resource Medical Centers of Southern Nevada requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the WRMCSN, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all directors, officers, employees and volunteers to report illegal violations or suspected illegal violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, employee or volunteer who in good faith reports suspected illegal conduct 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.

Reporting Violations

A person's concerns about possible illegal conduct should be reported to his or her supervisor. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor the person may report the concerns directly to the Chief Executive Officer. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Chairman of the Board, who has specific and exclusive responsibility to investigate all reported violations.

Reportable Conduct

Examples of reportable conduct include: forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; pursuit of a benefit or advantage in violation of the Conflict of Interest Policy; misappropriation or misuse of WRMCSN resources, funds, supplies, or other assets; authorizing or receiving compensation for goods not received or services not performed; authorizing or receiving compensation for hours not worked.

Compliance Officer

The Chairman of the Board of Trustees is the Compliance Officer and is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Conduct and shall advise the Chief Executive Officer and Board of Trustees accordingly.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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.

Handling of Reported Violations

The Chairman of the Board will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.