Whistleblower Policy and Procedure	
Policy Number	HR 2.3
Page	Page 1 of 1
Effective Date	
Revision Date	7.1.2011
Board Approved	
Next Review Date	

Whistleblower Policy and Procedure

Purpose:
To allow employees the ability to confidentially report any issues or concerns in good faith regarding Community Food Bank's business practices.

Policy:
Community Food Bank (CFB) is committed to maintaining a workplace where employees are free to raise good faith concerns regarding Community Food Bank's business practices, specifically: **(1)** reporting suspected violations of law on the part of CFB, including but not limited to federal laws and regulations; **(2)** providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and **(3)** identifying potential violations of CFB policy, specifically the policies contained in CFB's employee handbook.

Procedure:
An employee who wishes to report a suspected violation of law or policy may do so confidentially by contacting the CFB Chief Executive Officer or anonymously calling a "hotline," which is staffed by CFB's external HR consulting group (Sierra HR Partners, 559-256-5011, 8:00am – 5:30pm, Monday- Friday). Note that although the employee is not expected to prove the truth of the allegation, the employee needs to demonstrate to the person contacted that there are sufficient grounds for concern.

CFB expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of CFB policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.