



## **WHISTLEBLOWER POLICY**

**Revised: August 1, 2013**

### REPORTING SUSPECTED VIOLATIONS OF LAW AND POLICY (“WHISTLEBLOWING”)

Birch Community Services, Inc. (BCS) is committed to maintaining high business, ethical, moral and legal standards. Towards that end, employees are encouraged to report good faith concerns regarding BCS’s business practices, including issues relating to financial management or any suspected violations of federal or state law or BCS policy. Any BCS employee who has any such good faith concerns should make a confidential written report to BCS ‘s director. If an employee finds it difficult to make such a report to the director, the employee may submit their report to the Chair of the BCS board (that person’s contact info can be found on the BCS website).

Employees also are encouraged to provide truthful information in connection with inquiries or investigations by a court of law, any investigating agency, law enforcement, or other governmental body investigating suspected misconduct.

BCS prohibits any form of retaliation, harassment, intimidation or adverse employment action against any employee who makes any such good faith report. Any employee who engages in prohibited retaliation will be subject to disciplinary action up to and including termination. If an employee believes he or she has been subjected to any form of retaliation as a result of their good faith report, she or he should immediately notify the director. All such reports will be promptly investigated in a full and fair manner. To the extent possible, the employee’s confidentiality will be protected.