

Title: Procedures for Reporting Code of Conduct Violations

Policy and Procedure Number: 008A

Effective Date: February 11, 2013

Revised Date: March 11, 2013, June 8, 2015

Approval Authority: Board of Directors

Purpose:

To provide volunteers, employees, and/or Board members procedures to follow when suspected violations of the Code of Conduct Policy are committed.

Basis of Understanding:

1. References made in this document to Cornerstone Community Ministries', Inc. (CCM's) "*Representative(s)*" refers to any/all volunteers, employees, and/or Board members of CCM.
2. The *Compliance Officers* shall be CCM's Executive Director and the Chairperson of the Board of Directors.
3. Anyone reporting a complaint concerning a violation or suspected violation of CCM's *Code of Conduct* must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code.
4. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously.
5. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
6. In most cases, a volunteer's or employee's supervisor is in the best position to address an area of concern.
7. If a person is not comfortable speaking with his/her immediate supervisor or he/she is not satisfied with the supervisor's response, he/she is encouraged to speak with either a Board member, another employee or directly with the Chairperson of the Board and/or anyone he/she is comfortable in approaching.
8. It is the responsibility of all volunteers, employees, and/or Board members to comply with CCM's *Code of Conduct* and to report all violations or suspected violations in accordance with the these *procedures*.
9. The Board of Directors has specific and exclusive responsibility to investigate ALL reported violations of CCM's *Code of Conduct Policy*.

Procedure:

Good Faith Reporting of Violations

1. All representatives of Cornerstone Youth Center are obligated to promptly report violations or suspected violations of this Code of Conduct, in good faith, to the proper person, defined as follows:
 - a. Volunteers should report violations or suspected violations to the Executive Director
 - i. The Executive Director has discretion to take appropriate action if the violation concerns a volunteer.
 1. The Executive Director is encouraged, but not necessarily required, to complete a written incident report concerning the violation.
 - ii. If the matter concerns an employee, the Executive director must report the violation to the Chair of the Board of Directors within three business days of learning of the violation and must complete an incident report if the matter involves an employee.
 - b. If the alleged violation involves the Executive Director, the Cornerstone representative as defined herein must report the violation or suspected violation to the Chair of the Board of Directors, at which time the Chair must complete a written incident report, and convene a special session of the Executive Committee of the Board as soon as possible, and within no later than three days of learning of the violation.
 - c. If the alleged violation involves a general member of the Board of Directors (one who is not on the executive committee), the violation or suspected violation must be reported to the Chair of the Board of Directors, at which time the Chair must complete a written incident report, and convene a special session of the Executive Committee of the Board as soon as possible, and within no later than three days of learning of the violation.
 - d. If the alleged violation involves the Chair of the Board of Directors, the violation or suspected violation must be reported to a member of the Executive Committee of the Board of Directors or any general member of the Board of Directors, at which time Board member must complete a written incident report, and convene a special session of the Executive Committee of the Board as soon as possible, and within no later than three days of learning of the violation. The Chair of the Board will be excluded from this special session, pending investigation into the violation.
2. All Cornerstone representatives who report a violation or suspected violation of this Code of Conduct in good faith are protected from discipline on the basis that they had a good faith reason for making the report in the first place.
3. Similarly, if it is determined by the Board of Directors, after investigation, that the violation or suspected violation was not reported in good faith, the Board and only the Board has the authority and discretion to discipline the reporting individual, by removing the individual from volunteer status, terminating the employee's employment, or involuntarily separating a member of the Board of Directors.