

## **Wildly Inclusive Learning Collective Whistleblower Policy**

### **Purpose**

The purpose of this Whistleblower Policy is to provide a mechanism for employees, volunteers, and other circle participants to report concerns about illegal or unethical behavior without fear of retaliation.

### **Policy**

1. Scope
  - a. This policy applies to all employees, volunteers, board members, and circle participants of Wildly Inclusive Learning Collective.
2. Reporting Procedures
  - a. Reporting Concerns: Concerns about unethical behavior, illegal activities, or violations of the organization's policies should be reported to the Executive Director/President of their immediate circle (Board, Foundational, or Functional).
  - b. In the event that the complaint is on their current circle level's Executive Director/President, it is to be reported to the next circle level's Executive Director/President.
  - c. If the complaint is on one of the four Board Executive positions, report it to one of the other Executive positions.
  - d. Confidentiality: Reports can be made confidentially and anonymously if desired. The whistleblower's identity will be protected to the extent possible.
  - e. Investigation: All reported concerns will be investigated promptly and thoroughly. The investigation process will be fair and impartial.
3. Protection Against Retaliation
  - a. Wildly Inclusive Learning Collective prohibits retaliation against anyone who reports concerns in good faith. Retaliation includes, but is not limited to, discrimination, harassment, or any form of adverse action.
  - b. Any individual who believes they have been retaliated against should report this to the Executive Director/President of their immediate circle (Board, Foundational, or Functional) immediately.
4. False Reports
  - a. Deliberate falsification of information or reporting of false concerns may lead to disciplinary action.
5. Communication

- a. This policy will be communicated to all employees, volunteers, board members, and all circle participants and accessible on the Foundation's Website and Google Drive.
- 6. Review and Revision
  - a. This policy will be reviewed annually and revised as needed to ensure its effectiveness and compliance with legal requirements.