

New York – New Jersey Trail Conference
Whistleblower Policy
For Approval by the Board of Directors June 2, 2014

General

The New York-New Jersey Trail Conference expects its officers, directors, employees and volunteers to observe high standards of honesty and integrity and comply with applicable laws and regulations in the conduct of their duties and responsibilities.

As used below in this policy, the term "Wrongful Conduct" refers to improper, dishonest or illegal activity. A "Whistleblower" as defined in this policy is an officer, director, employee or volunteer of the Trail Conference who reports activity that he or she considers to be Wrongful Conduct to one or more of the parties specified below in the "Reporting" section of this policy.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Trail Conference can address and correct inappropriate conduct. The Whistleblower is not, however, responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

The Executive Director shall cause copies of this Whistleblower Policy to be distributed to all officers, directors and employees, and to all volunteers who provide, in the judgment of the Executive Director, substantial services to the Trail Conference.

Reporting

If an employee or volunteer has knowledge of or well-founded suspicion concerning Wrongful Conduct, the employee or volunteer shall:

- report the circumstances to his or her immediate supervisor, unless the employee or volunteer has reason to believe that the supervisor is involved or unresponsive, in which case:
- the employee or volunteer shall report the circumstances to the Executive Director, unless he or she believes that the Executive Director is involved or unresponsive, in which case:
- the employee or volunteer shall report the circumstances to Counsel to the Board, and to any of the following: the Board Chair, Vice Chair or Board Secretary.

If an officer or director of the Trail Conference has knowledge of or well-founded suspicion concerning Wrongful Conduct, the officer or director shall report the circumstances to Counsel to the Board and to any of the following: the Board Chair, Vice Chair, Board Secretary or the Executive Director.

Examples of Actions to be Reported

The following are examples of Wrongful Conduct required to be reported: violations of federal, state or local laws; serious violations of adopted Trail Conference policies for personal financial gain; fraudulent activity, including but not limited to billing for services not performed, or for goods not delivered, or for expenses not incurred; self-dealing for personal gain in connection with negotiations or transactions with third parties; or, except as may be authorized by the Board, the use of Trail Conference property, resources or authority for personal gain or other non-Trail Conference purpose. The foregoing examples are illustrative and are not intended to exclude other instances of Wrongful Conduct that must be reported under this policy.

Acting in Good Faith

Anyone reporting Wrongful Conduct must be acting in good faith and have reasonable grounds for believing that the information disclosed indicates Wrongful Conduct. 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.

Confidentiality

Insofar as possible, the confidentiality of the Whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with applicable law or to provide accused individuals their legal rights of defense.

No Retaliation

No Whistleblower who in good faith reports Wrongful Conduct will suffer harassment, retaliation, intimidation, discrimination or adverse consequence to employment or other position with the Trail Conference. Any director, officer, employee or volunteer who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or removal from the Board of Directors, as applicable.

Handling of Reported Wrongful Conduct

Promptly following the delivery of a report of Wrongful Conduct in the manner specified above in the "Reporting" section in this policy, the report shall be submitted to the Executive Director, Counsel to the Board and Board Chair, who (excepting any of the foregoing alleged to be involved in the Wrongful Act) are together responsible for investigating and coordinating corrective and/or disciplinary action.

Administration of the Policy

The Governance Committee shall have over-all responsibility for the implementation of, and compliance with, this Whistleblower Policy, *provided*, that in such role the Governance Committee may designate Counsel to the Board to administer this Whistleblower Policy on the Committee's behalf. If Counsel to the Board is so designated, he or she shall report to the Governance Committee at least annually concerning reports made and penalties imposed under the Policy