

# Presbytery of Genesee Valley, Inc.

## Whistleblower Policy

### General

The Presbytery of Genesee Valley requires Trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Presbytery of Genesee Valley, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

It is the responsibility of all Trustees, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### No Retaliation

No Trustee, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within The Presbytery of Genesee Valley, prior to seeking resolution outside The Presbytery of Genesee Valley.

### Reporting Violations

The Presbytery of Genesee Valley has an open door policy and suggests that employees and others share their questions, concerns, suggestions or complaints with someone who can address them properly. **In most cases, the Head of Staff is in the best position to address an area of concern.** However, if you are not comfortable speaking with the Head of Staff or you are not satisfied with their response, you are encouraged to speak with someone on the Personnel Committee whom you are comfortable approaching. The Head of Staff is required to report suspected ethics violations to the Presbytery of Genesee Valley's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following The Presbytery of Genesee Valley's open door policy, individuals should contact The Presbytery of Genesee Valley, Inc. Compliance Officer directly.

### Compliance Officer

**The Presbytery of Genesee Valley's Compliance Officer is the Chair of the Budget, Development & Oversight Committee.** The Presbytery of Genesee Valley's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at their discretion, shall advise the Head of Staff and/or the Budget Development & Oversight (BDOC.)

The Compliance Officer has direct access to the BDOC and is required to report to the BDOC at least annually on compliance activity.

### **Accounting and Auditing Matters**

The Budget Development & Oversight Committee (BDOC) shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the BDOC committee of any such complaint and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Budget Development & Oversight Committee Compliance Officer effective 2-1-21:

Bob Mecredy

Chair, Budget Development & Oversight Committee

[bobmecredy@aol.com](mailto:bobmecredy@aol.com)

Presbytery of Genesee Valley's Big Picture Team

Elder Lea Kone, Convener

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