

## Have A Gay Day Whistleblower Policy

In keeping with the policy of maintaining the highest standards of conduct and ethics, Have A Gay Day will investigate any suspected fraudulent or dishonest use or misuse of Have A Gay Day resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as “whistleblower”), pursuant to the procedures set forth below.

### Reporting

A person’s concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the board of Have A Gay Day. If suspected behavior involves a volunteer, concerns should be reported to the lead over any project or activity who is supporting the volunteer’s work. If, for any reason, a person finds it difficult to report their concerns to anyone supporting the volunteer’s work, the person may report the concerns directly to the board of the organization. If the issue is directly relating to the program lead, it is suggested to report directly to the board. Alternatively, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to the board of Have A Gay Day.

Program leads and all board members, staff and volunteers are required to report suspected fraudulent or dishonest conduct to the board of Have A Gay Day. Reasonable care should be taken in dealing with suspected misconduct to avoid issues such as:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person’s rights under law

### Whistleblower Protection

Have A Gay Day will protect whistleblowers as defined below:

- Have A Gay Day will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that Have A Gay Day can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
- Employees, board members, consultants, and volunteers of Have A Gay Day may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower’s employment, including but not limited to: threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the board of directors. Any complaint of retaliation will be promptly investigated, and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action,

including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

## Definitions

### Baseless Allegations:

Allegations made with reckless disregard for their truth. Individuals making such allegations may be subject to disciplinary action by Have A Gay Day, and/or legal claims by individuals accused of such conduct.

### Fraudulent or Dishonest Conduct:

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Fraudulent or dishonest conduct may be subject to disciplinary action up to and including dismissal. Examples of such conduct include:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of Have A Gay Day's Conflict-of-Interest Policy
- Misappropriation or misuse of Have A Gay Day resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

### Whistleblower:

An employee, board member, consultant, or volunteer who informs a supervisor or other management employee about an activity relating to Have A Gay Day which that person believes to be fraudulent or dishonest.

**Acceptance/Signature.** By signing this agreement, you (Volunteer/Staff/Board Member) acknowledge and agree that you have read and understand this policy and you do so freely, knowingly, and voluntarily. This policy must be signed via electronic signature (DocuSign) or physically signed at or returned to Have A Gay Day, 1902 Needmore Road, Dayton, Ohio 45414. You may keep a copy of this policy for your records or may request a copy of this policy at any time. If you have questions, please ask the board of Have A Gay Day or a member of program leadership before you sign.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

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