

**OHIO ENVIRONMENTAL HEALTH ASSOCIATION, INC.  
WHISTLEBLOWER POLICY**

**A. GENERAL POLICY**

All contractors, board members, and committee chairs of OEHA will be protected from any disadvantage caused by raising legitimate concerns and shall report suspected illegal activities within the organization.

**B. PURPOSE**

OEHA encourages its contractors, board members, and committee chairs to maintain high ethical standards. This whistleblower policy is meant to provide a confidential and effective means for reporting suspected violations of the law. It further serves to protect individuals who report suspected violations from retaliation in any form.

**C. SAFEGUARDS**

**Confidentiality**

An individual may report a suspected violation anonymously or on a confidential basis, keeping in mind that in the course of the investigation it may become necessary that the source of the complaint be identified.

**Retaliation**

No individual who reports a suspected violation in good faith, whether or not the allegation turns out to be correct, shall be subject to any form of retaliation, including harassment, or removal by OEHA or its Board. Anyone who retaliates against a complainant shall be subject to disciplinary action.

OEHA will not retaliate against an individual who discloses or threatens to disclose to a Board Member or a public body, any activity, policy, or practice of OEHA that the an individual reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to law, or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

**Malicious Allegations**

An individual is not required to prove the truth of an allegation, but is required to act in good faith. Any individual who does not act in good faith in reporting a suspected violation may be subject to disciplinary action.

**D. PROCEDURE**

**Open Door Policy**

If an individual reasonably believes that some policy, practice or activity of OEHA is in violation of the law, or a clear mandate or public policy, the individual should

share their questions, concerns, suggestions, or complaints with someone who may be able to address them properly.

If the concerns are not addressed, the individual should make a formal written complaint and the complaint will be handled as outlined below:

### **Reporting Violations**

If an individual reasonably believes that some practice of OEHA, a member of the board of directors or a board committee, an contractor of OEHA, or another individual or entity with whom OEHA has a business relationship is in violation of the law, the individual must file a written complaint with the Board President or Secretary.

### **Handling Reported Violations**

The Board President or Secretary, as applicable, will undertake the following actions, at a minimum, to resolve the matter in a timely manner:

- contact the complainant within 10 business days and acknowledge the reported violation was received;
- report the violation to the Board at the next regularly scheduled board meeting;
- investigate the reported violation and determine what if any action is required;
- advise the board of the outcome of the investigation and actions taken, if any,;
- notify the complainant what, if any, action(s) were taken. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.; and
- document the outcome of the incident and provide a copy to the Board.

Any complainant who reasonably believes they have been retaliated against in violation of this whistle blower policy shall follow the same procedures as they did when they filed the original complaint.

## **E. DISTRIBUTION**

UPON ADOPTION BY THE OHIO ENVIRONMENTAL HEALTH ASSOCIATION BOARD DURING A REGULARLY SCHEDULED MEETING, THIS POLICY IS HEREBY INCORPORATED INTO ALL POLICY AND PROCEDURE MANUALS.

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~~My signature below indicates my receipt and understanding of this policy. I also verify that I was provided the opportunity to ask questions about the policy and believe that I am properly informed.~~

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Name (print)

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Position with OEHA

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Signature

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Date

Adopted: 07.2014

Revised: 11.2017 draft

Updated ad Adopted: 12/21/2017