



WHISTLE BLOWER POLICY

1. Purpose

1.1. Whittmore Peterson Institute (WPI) is committed to maintaining a workplace where employees, volunteers, and stakeholders are encouraged to report concerns about suspected misconduct, illegal activities, or violations of organizational policies. This Whistleblower Policy is designed to guide reporting such concerns and ensuring those who do are protected from retaliation.

2. Scope

2.1. This policy applies to all employees, volunteers, board members, contractors, and other stakeholders involved with WPI.

3. Reporting Procedure

3.1.1. Reporting Concerns: Any individual who becomes aware of illegal, unethical, or otherwise improper conduct should report their concerns promptly to the Executive Director. If the concern involves the Executive Director, the individual should report to a member of the Board of Directors.

3.1.2. Anonymous Reporting: Reports may be made anonymously by submitting a written statement to the Board of Directors at WPI, 1664 N Virginia St., MS 0552, Reno, NV 89557.

3.1.3. Content of Report: Reports should provide sufficient detail to allow for a thorough investigation, including dates, locations, individuals involved, and any supporting evidence.



4. Investigation Process

- 4.1. Review of Report: Upon receiving a report, the Executive Director or Board Chair will acknowledge receipt within five (5) business days and initiate an investigation.
- 4.2. Investigation Procedure: The investigation will be conducted confidentially, objectively, and in a timely manner. Outside counsel or professional investigators may be engaged if necessary.
- 4.3. Conclusion: Upon completion, appropriate action will be taken to address the concern, including possible disciplinary measures or policy changes.

5. Protection from Retaliation

- 5.1. Non-Retaliation Policy: No individual who reports concerns in good faith will suffer harassment, retaliation, or adverse employment consequences.
- 5.2. Addressing Retaliation: Any suspected retaliation should be reported immediately to the Executive Director or Board Chair for investigation.

6. Confidentiality

- 6.1. All reports will be handled with sensitivity and discretion. Information about the report will be shared only with those who have a legitimate need to know.



7. Acting in Good Faith

7.1. Anyone filing a report must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Reports that are knowingly false or made with malicious intent may result in disciplinary action.

8. Policy Distribution

8.1. This policy will be distributed to all employees, board members, and volunteers of WPI and will be available on the organization's website.

9. Review and Amendments

9.1. This policy will be reviewed annually by the Board of Directors and updated as needed to ensure compliance with Nevada state laws and best practices.

Effective Date: March 26, 2025

Approved by:

Annette Whittemore
Name

President & CEO
Title


Signature

3-26-2025
Date