

Whistleblower Policy for the Unitarian Universalist Congregation of Sterling (UUCS)

Purpose

The purpose of this Whistleblower Policy is to encourage and enable employees, volunteers, officers, and other members of the church community to report concerns about violations of laws, regulations, or policies within **UUCS** without fear of retaliation.

Scope

This policy applies to all employees, volunteers, officers, Trustees, and members of **UUCS**.

Policy Statement

UUCS is committed to lawful and ethical behavior in all aspects of its operations and requires Trustees, officers, employees, and volunteers to act in accordance with all applicable laws, regulations, and policies and to observe high standards of business and personal ethics.

Reporting Responsibility

It is the responsibility of all employees, volunteers, officers, and members of the church community to report known or suspected violations of laws, regulations, or church policies in accordance with this policy.

Reporting Procedure

1. **Confidential Reporting:** Reports should be made to the President, Board of Trustees. If the concern involves the President of the Board of Trustees, the report may be made to the Vice President, Board of Trustees. The Board of Trustees or a designated special committee shall investigate the whistleblower report. No one who is the subject of the whistleblower report shall investigate the report.
2. **Form of Report:** Concerns may be reported orally or in writing. Written reports are encouraged to ensure clarity and accuracy.
3. **Anonymous Reporting:** Reports may be submitted anonymously. However, anonymity may limit the ability to conduct a thorough investigation.

Anonymity of Whistleblowers

The identity of, and personally identifiable information about, an individual making a whistleblower report to the President or Vice President of the Board of Trustees shall be protected from disclosure beyond the Board of Trustees or designated special committee unless the whistleblower has provided advance written consent to do so. Any person who discloses a whistleblower's identity will be subject to disciplinary action, up to and including termination or removal from their position.

No Retaliation

UUCS will not tolerate retaliation against anyone who, in good faith, reports a violation or suspected violation of laws, regulations, or policies. Any person who retaliates against a

whistleblower will be subject to disciplinary action, up to and including termination or removal from their position. Disciplinary action will be determined by the Board or designated special committee, excluding anyone who is the subject of the whistleblower report.

Handling of Reports

1. **Investigation:** All reports will be promptly investigated and resolved by the Board of Trustees or special committee. The scope and nature of the investigation will depend on the specifics of the report. No one who is the subject of the whistleblower report shall investigate the report.
2. **Confidentiality:** All reports and investigations will be handled confidentially to the extent possible, consistent with the need to conduct an adequate investigation.
3. **Resolution:** The whistleblower will be informed of the outcome of the investigation, if appropriate, and provided they have disclosed their identity.

Documentation

The Board of Trustees or special committee will maintain a record of all reports, investigations, and resolutions. These records will be retained in accordance with **UUCS's** document retention policy.

Questions

Questions regarding this policy should be directed to the President, Board of Trustees.

Approval

This policy was approved by the Board of Directors of **UUCS** on **1/27/2025** and is effective as of that date.