

Timber Cove Homes Association Whistleblower Policy

Timber Cove Homes Association (TCHA) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that TCHA can address and correct inappropriate conduct and actions.

It is the responsibility of all Board members, Officers, employees and volunteers to report concerns about violations of TCHA Code of Conduct or suspected violations of laws or regulations that govern the HOA. It is contrary to the values of TCHA for anyone to retaliate against any Board member, Officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the TCHA. 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. A Board member who retaliates against someone may be asked to resign.

Reporting Procedures

TCHA has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If an employee is not comfortable speaking with their supervisor or not satisfied with their supervisor's response, they are encouraged to speak with the Board President or any other Board member or Officer.

Employees are required to report complaints or concerns about suspected ethical and legal violations in writing to their supervisor, or another Board member if they are not comfortable going to their supervisor. The Board President and Secretary will generally investigate the complaint unless they are part of the complaint. In that case, another Board member will be appointed. In the event all Directors are alleged to have been involved in the matter complained of, Association Counsel shall be consulted to arrange an impartial investigation. Upon completing their investigation, the complaint, findings and recommendations shall be reported by the investigators to the full Board for review and resolution as appropriate (with appropriate recusals if necessary).

Anyone filing a written 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.

Last Update: April 16, 2019

Reports of violations or suspected violations will be kept confidential to the best extent possible, consistent with the need to conduct an adequate investigation. The Board Secretary will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

I have read and understand the Whistleblower Policy:

Name/Title _____ Date _____