

The Arc Fresno/Madera Counties
Policy & Procedure

Title: Whistleblower Policy
Submitted by: Executive Director
Approval Date: September 25, 2017
Revised date:
Applicability: All Staff

PURPOSE

The Arc Fresno/Madera Counties (The Arc F/M) is committed to ensuring that suspected fraud, corruption, improper activity or health and safety concerns are reported and investigated.

POLICY

It is the policy of The Arc Fresno/Madera Counties (agency) that employees, board members, clients, families and our funding agencies have notice of the opportunity to report alleged improper agency and vendor/contractor activity through a whistleblower complaint process.

- An “improper agency activity” means an activity by an agency employee, officer, or board member in the conduct of agency business that is a violation of a state or federal law or regulation; violation of contract provision; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency or inefficiency.
- An “improper vendor/contractor activity” means an activity by a vendor/ contractor, or an employee, officer, or board member of a vendor/contractor, in provision of DDS funded services, that is a violation of a state or federal law or regulation: violation of contract provision, fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency, or inefficiency.

Confidentiality: For individuals who make whistleblower complaints, every effort will be made to maintain their confidentiality if confidentiality is requested. However, in rare circumstances and due to statutory responsibilities identifying information may be revealed with appropriate law enforcement agencies conducting criminal investigations.

No Retaliation: No person who reports a violation of policy shall suffer harassment, retaliation or adverse employment consequences. An employee who harasses or retaliates against someone who has reported a violation in good faith is subject to discipline up to and including immediate termination of employment.

Procedure: Whistleblower complaints can be made to any member of The Arc F/M Director’s team which includes the Executive Director, Director of Human Resources, Director of Programs, Director of Vocational Services or Director of Finance. Detailed procedures for reporting a Whistleblower Complaint can be found on our website at www.arcfresno.org