



## **Whistleblower Policy**

It is the policy of Irvine Nature Center to safeguard and protect all of the nonprofit's resources. Irvine Nature Center administrators are primarily responsible for safeguarding the nonprofit's resources by establishing and maintaining sound internal controls designed to detect and deter potential misuse of resources, by taking action to minimize financial loss when misuse occurs, and by correcting abuse. All employees and board members are responsible for reporting improprieties they observe.

Irvine Nature Center will investigate any possible impropriety, fraudulent or dishonest use or misuse of Irvine Nature Center's resources or property by board, staff, or program participants. Anyone found to have engaged in an impropriety or fraudulent activity is subject to disciplinary action by Irvine Nature Center up to and including termination or dismissal, and civil or criminal prosecution when warranted.

All members of the Irvine Nature Center staff, board, and stakeholder community are to report possible fraudulent or dishonest conduct (including but not limited to financial improprieties or misuse of the organization's resources) confidentially to the Executive Director. If for any reason an employee finds it difficult to report his or her concern to the Executive Director, the employee can report it directly to the chair or co-chairs of the board.

A few examples of fraudulent conduct or impropriety include:

- Forgery or alteration of documents;
- Pursuit of a benefit or advantage in violation of Irvine Nature Center's conflict of interest policy;
- Misappropriation or misuse of organization's resources, such as funds, supplies, other assets;
- Abusive or inappropriate activity with a program participant;
- Authorizing or receiving compensation for goods not received, services not performed or hours not worked; and
- Fraudulent financial reporting.

Criteria used to determine whether certain activities or behavior constitute misuse of resources include state and federal laws, and Irvine Nature Center policies and procedures.

The person reporting may choose to do so anonymously via mail or through other means of communication.

All efforts will be made to protect the confidentiality of those who report financial improprieties and choose to do so anonymously. However, in certain situations, legal requirements make it impossible to keep the individual's identity confidential.