



Main Street Gardnerville Program Corporation  
Policies and Procedures

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**SUBJECT: WHISTLEBLOWER AND NON-RETALIATION POLICY**

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**Purpose:** The Main Street Gardnerville Program Corporation (hereinafter “MSG”) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As directors, officers, employees and volunteers of MSG, we must practice honesty and integrity in fulfilling our duties and responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility:** It is the responsibility of all directors, officers, employees and volunteers to comply with and report violations or suspected violations of ethics, laws, regulations or MSG policies in accordance with this policy.

**No Retaliation:** No director, officer, employee or volunteer who in good faith reports a violation or suspected violation of ethics, laws, regulations, or MSG policies shall suffer harassment, retaliation, or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within MSG prior to seeking resolution outside MSG.

**Reporting Violations:** MSG has an open door policy and directors, officers, employees and volunteers are encouraged to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, employees and volunteers should report to the Main Street Program Manager. However, if an employee or volunteer is not comfortable speaking with the Main Street Program Manager or is not satisfied with the response, that employee or volunteer is encouraged to report to any officer of the Main Street Gardnerville Program Corporation.

**Acting in Good Faith:** Any good faith report, concern, question or complaint is fully protected by this policy, even if the report, concern, question or complaint is, after investigation, not substantiated. Anyone filing a 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 of ethics, laws, regulations, or MSG policies. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

**Confidentiality:** Upon the request of the complainant MSG will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations:** All reports will be promptly investigated and appropriate action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Main Street Program Manager or board officer has received the complaint or report. The Main Street Gardnerville Program Corporation Board of Directors shall be informed of all such complaints or reports.