

Whistleblower Policy

North Carolina Preservation Consortium

The North Carolina Preservation Consortium (NCPC) Code of Ethics requires that all personnel (officers, board members, committee and task force members, and staff) observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Consortium we will practice honesty and integrity in fulfilling our responsibilities and comply with all applicable policies, laws, and regulations.

Reporting Responsibility

It is the responsibility of all NCPC personnel to comply with the Code of Ethics and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No one, who in good faith, reports a violation of the Code of Ethics shall suffer harassment, retaliation or any adverse consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of their position in the NCPC. This Whistleblower Policy is intended to encourage and enable NCPC personnel and others to raise serious concerns within the Consortium prior to seeking resolution outside the Consortium.

Reporting Violations

The Code of Ethics addresses the Organization's open door policy and suggests that personnel share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the NCPC President or Executive Director are the best people in the Consortium to address an area of concern. However, if you are not comfortable speaking with them or are not satisfied with their response, you are encouraged to speak with anyone on the Executive Committee whom you are comfortable in approaching. All Executive Committee members are required to report suspected violations of the Code of Ethics to the Board of Directors. The Executive Committee will investigate all reported violations.

Executive Committee

The Executive Committee is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Ethics and, at their discretion. The Executive Director is a member of the Executive Committee of the Board of Directors and is required to report on compliance activity at least annually. The NCPC President is the chair of the Executive Committee.

Accounting and Auditing Matters

The NCPC Finance and Development Committee shall address all reported concerns or complaints regarding Consortium accounting practices, internal controls, or auditing. The Executive Director shall immediately notify the Finance and Development Committee of any such complaint and work with the committee until the matter is resolved. The Treasurer chairs the Finance and Development Committee.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code of Ethics must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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 offense.

Confidentiality

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

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adapted from recommendations approved by the National Council of Nonprofit Associations.

Copyright 2004, National Council of Nonprofit Associations, www.ncna.org.

Approved by the NCPC Board of Directors, December 7, 2007.