

## **Grievance and Whistleblower Policy**

Employees of **Second Chance Animal Services** are encouraged to raise concerns, complaints, or reports regarding workplace issues, violations of law, unethical conduct, health or safety concerns, or activities that could harm the organization's mission, reputation, or stakeholders. This policy outlines the process for addressing such concerns while ensuring protection against retaliation.

### **1. Protection Against Retaliation**

- Employees who raise a grievance or make a whistleblower report in good faith will not face any reprisal, retaliation, or adverse employment action.
- Retaliation against an employee for reporting a concern is strictly prohibited and may result in disciplinary action, up to and including termination.

### **2. Resolution of Concerns**

- Employees are encouraged to address dissatisfaction or complaints at the earliest opportunity and at the lowest possible level to facilitate timely, effective, and informal resolution.
- Examples of concerns include, but are not limited to: working conditions, harassment, supervision, violation of personnel policies, unethical behavior, misuse of organizational resources, or violations of law.

### **3. Reporting Process**

- **Step 1 – Informal Resolution:** Employees should first discuss concerns with their immediate supervisor whenever possible to resolve the issue before it escalates.
- **Step 2 – Executive Director/CEO:** If the matter cannot be resolved informally with the supervisor, the employee may raise the concern with the Executive Director/CEO.
- **Step 3 – Board of Directors:** If resolution with the Executive Director/CEO is not possible, the employee may submit the concern in writing to the Board of Directors. The Executive Director/CEO will provide a written summary of prior attempts at informal resolution.

### **4. Review and Decision by the Board**

- The Board of Directors shall review the concern and schedule a meeting, providing an opportunity for the employee, relevant supervisors, and the Executive Director/CEO to be heard.
- The Board of Directors will attempt informal resolution. If unresolved, the full Board will issue a formal decision to uphold, deny, or otherwise address the concern consistent with the organization's bylaws and policies.
- All Board decisions on grievances or whistleblower reports are final.

### **5. Confidentiality and Integrity**

- All reports, discussions, and documentation will be treated with strict confidentiality, discretion, and seriousness.
- Concerns should be factually based and reported in a timely manner to maintain the integrity of the process and ensure decisions are consistent with the mission and values of Second Chance Animal Services.