

Excerpt from Special Olympics Missouri Human Resources Policy Manual last approved by the Board of Directors on January 17, 2015.

105.3 Whistle Blower Protection

SOMO is committed to conducting its affairs in accordance with the highest possible standards of integrity and to govern in an open and transparent manner. As an organization SOMO is funded through the generosity of individuals and organizations that trust SOMO to expend their money to further the mission of Special Olympics. In this context of protection, SOMO is committed to ensuring that procedures are in place to expose any misconduct, corruption, or other impropriety. Another part of the policy deals with the full investigation of the claim of impropriety. Investigative records are to be kept indefinitely.

Whistle-blower Protection has been defined as the disclosure of confidential information which relates to some danger, fraud, or other illegal or unethical conduct connected with the workplace, be it of the employer or employees.

The following are examples of behavior that may require whistle-blowing:

- Criminal activity
- Illegal financial activities or fraud or other impropriety
- Failure to comply with legal obligations (local, state or federal law violations)
- Improper conduct or unethical behavior
- Abuse or misuse of SOMO property

Any employee who has reason to believe that such behaviors exist should report the conduct immediately to the immediate supervisor, the President or a Board member. Include details of the incident or incidents, names of the individuals involved, and names of any witnesses. The individual to whom the incident was reported shall immediately advise the Board Executive Committee of the incident. SOMO will undertake an investigation of the whistle-blower allegations as confidentially as possible.

Any employee found by SOMO to have engaged in such activities will be subject to disciplinary action, up to and including termination.

SOMO will not retaliate against an employee for raising any concerns regarding whistle-blowing impropriety, and will not tolerate or permit any form of retaliation against an employee by management or an employee's co-workers. Knowingly untrue claims of whistle-blowing impropriety, however, will not be tolerated and may be grounds for discipline, up to and including termination.