

Maintaining high standards of conduct and ethics is important to the Ronald McDonald House Charities of the Carolinas (RMHCC). All current and former staff and board members as well as independent contractors are encouraged to report fraudulent or dishonest conduct as follows:

**How to Report:**

Staff and board members should immediately report any reasonable belief about fraudulent or dishonest use or misuse of RMHCC resources or property to the Executive Director or Board President. Employees should report concerns directly to their Supervisor, Executive Director or to the Board President if warranted.

Reports should contain enough information to substantiate the concern and allow an appropriate investigation to begin. While RMHCC will strive to keep the identity of the reporting individual(s) as confidential as possible, reports may also be submitted anonymously. Appropriate action will be taken in response to reports. All reports received will be acted upon in confidence, when possible, given legal requirements and the need to gather facts, conduct an effective investigation and take necessary corrective action.

Reasonable care will be taken in dealing with suspected misconduct to avoid baseless allegations and premature notice to persons suspected of misconduct. All efforts will be made to avoid disclosure of suspected misconduct to persons not involved with the investigation and violations of a person's rights under the law.

**Whistleblower Protection:**

RMHCC will use its best efforts to protect whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Whistleblowers who believe that they have been retaliated against for reporting an activity, which that person believes to be fraudulent or dishonest, participating in good faith in any resulting investigation or proceeding, and/or exercising their right under any state or federal law or regulation to pursue a claim or take legal action to protect their employment rights may file a written complaint about such retaliation with the Executive Director or Board President. Any complaint of retaliation, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or reduced salary or wages, will be promptly investigated and corrective action taken when allegations are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action (up to and including termination), in the usual scope of their duties based on valid performance-related factors, nor is it intended to preclude disciplinary action (up to and including termination) against individuals who report baseless allegations.

**Contact Information:** Contact information for the current Executive Director or the Board President is available at [www.rmhc-carolinas.org](http://www.rmhc-carolinas.org)