



## Whistle Blower Policy

### Preamble

Directors, officers, employees and independent contractors of NAMI Idaho, Inc. (hereinafter referred to as “NAMI Idaho”) have a duty to act legally and ethically when involved in the affairs of NAMI Idaho. In the interest of maintaining the integrity of the organization, and to ensure that there is no retaliation against anyone who in good faith brings allegations of wrongdoing or malfeasance against any individuals to the attention of the Board, NAMI Idaho hereby adopts this Whistle Blower Policy.

### Policy

**Description of Policy.** It is the policy of NAMI Idaho that employees or other public stakeholders have an open opportunity to bring to the attention of the NAMI Idaho Board allegations of wrongdoing or malfeasance on the part of NAMI Idaho directors, officers, employees or independent contractors. This includes, but is not limited to, violations of the law, regulatory non-compliance, waste of NAMI Idaho funds or property, and abuse or neglect of fiduciary duties.

Retaliation towards those who report such allegations will not be tolerated. Those who retaliate, interfere with investigations, or destroy or conceal evidence will be subject to immediate disciplinary actions.

Employees who willfully file complaints based upon information known to be false or misrepresented will be subject to immediate disciplinary actions.

**Procedure for Investigation.** The Chairman of the Finance and Funding Committee (hereinafter referred to as the “Chairman”) shall receive allegations pursuant to the provisions of this policy. Reports of alleged wrongdoing should be submitted in writing to such Chairman, and include the verifiable name, address, and telephone number of the reporter. Reports or allegations submitted anonymously may or may not be investigated.

The Chairman or his/her designee will conduct an investigation of the complaint or allegation. Referrals shall be made to the appropriate law enforcement agencies when there is reason to believe that a crime may have been committed. Investigations shall be conducted promptly and a written report with investigative findings and conclusions shall be sent to the NAMI Idaho Board within ninety (90) days of the date on which the allegations were received. The Board shall review the report within thirty (30) days of its receipt and shall take whatever actions it deems appropriate.

**Procedure for Retaliation.** An employee or other reporter who believes that retaliation prohibited by this policy has occurred must file a written complaint with the Chairman within sixty (60) days after the alleged prohibited action has occurred. Each report of retaliation shall follow the same procedure and time schedule as described above for investigations.

Adopted by the Board of Directors of NAMI Idaho on April 26, 2011.