



## WHISTLEBLOWER POLICY

The Florida Development Disabilities Council (FDDC) requires members to observe high standards of business ethics in the conduct of their duties and responsibilities. Employees and representatives of the FDDC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all members and employees to report suspected violations of such business ethical standards of conduct in accordance with this Whistleblower Policy.

A whistleblower as defined by this policy is an employee of FDDC who, in good faith, reports a violation of business ethical standards of conduct or activity that the employee considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

Whistleblower protections are provided in two important areas:

Confidentiality – The confidentiality of the whistleblower will be maintained to the extent possible. However, identity may have to be disclosed to conduct a thorough investigation, comply with the law, and to provide accused individuals their legal rights of defense.

Retaliation - FDDC will not retaliate against a whistleblower. This includes, but is not limited to, protection from harassment and retaliation in the form of adverse employment action such as termination, compensation decreases, or poor work assignments, and threat of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources representative immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

### PROCEDURE:

1. Employees should first report such conduct or activity to their immediate supervisor. Supervisors and managers are required to report suspected violations to the Executive Director. If the conduct/activity involves the immediate supervisor, the employee should go to Step 2.

**If the employee complaint is regarding illegal harassment, discrimination or retaliation, the employee should follow the reporting procedure outlined in the EEO/Anti-Harassment Policy in the Employee Handbook.**

2. If the employee's immediate supervisor is the subject of the report, the conduct/activity should be reported directly to the Executive Director.

3. The Executive Director will promptly investigate all reported allegations concerning violations of business ethical standards. The Executive Director, at their discretion, may inform the Council Chair and together they will determine an appropriate course of action.



4. If the Executive Director is the subject of the report, the conduct/activity should be reported to the Associate Director and/or the HR representative, who will immediately provide the report to the Chair of the Council.

5. Anyone filing a complaint concerning a suspected violation of the ethical standard of conduct must be acting in good faith and on reasonable grounds for believing the information disclosed indicates a violation of such ethical standards. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination of employment.

Employees with questions regarding this policy should contact the Human Resources representative.

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