



Whistleblower Policy

Habitat for Humanity Chicago (Habitat Chicago) is committed to the highest standards of ethical, moral, and legal conduct. Habitat Chicago is further dedicated to acting in good faith with directors, officers, employees, contractors, or volunteers who raise concerns regarding unlawful activity, violations of Habitat policies, or other improper conduct or any board member, officer, employee, contractor, or volunteer of Habitat Chicago.

A. PURPOSE

The whistleblower policy has been put in place to:

- Provide a mechanism for members of the board of directors, officers, employees, interns, AmeriCorps members, contractors, and volunteers for Habitat Chicago to raise good faith concerns regarding suspected misconduct or violations of law or Habitat Chicago policies.
- Facilitate cooperation in any internal or governmental investigation or inquiry regarding potential misconduct or violation of law or Habitat Chicago policy.
- Protect individuals – including their anonymity and safety – who take such action from retaliation or any threat of retaliation by any employee or agent of Habitat Chicago; and
- Promote a culture of accountability and transparency.

B. EXPECTATIONS FOR REPORTING

1. Members of the board of directors, officers, employees, interns, AmeriCorps members, contractors and volunteers of Habitat Chicago are encouraged and expected to identify potential misconduct or suspected violations of the law or Habitat Chicago policy, to report such suspected violations, and to provide truthful information in connection with any official inquiry or investigation of alleged violations.
2. Any officer, employee, contractor, intern, AmeriCorps member or volunteer for Habitat Chicago who has knowledge or reasonable suspicion of the occurrence of misconduct, unlawful activity or a violation of Habitat Chicago policy must immediately notify their direct supervisor or use the anonymous notification process set forth in Section B.3 of this policy. If the individual has reason to believe that their direct supervisor may be involved in the misconduct, unlawful activity, or violation of Habitat for Humanity policy, they must immediately notify Human Resources or use the anonymous notification process set forth in Section B.3 of this policy. If for any reason the individual cannot notify Human Resources or follow the process for anonymous notification, they must immediately notify a member of Habitat for Humanity Chicago senior management. Any board member who has knowledge of or suspects the occurrence of improper conduct, unlawful activity or a violation of Habitat for Humanity policy must notify Human Resources or use the anonymous notification process set forth in Section B.3 of this policy.

DEFINING MISCONDUCT

“Misconduct” is any activity that violates the Habitat for Humanity Ethics Covenant or other applicable policies, standards, laws or regulations.

3. Anonymous reports regarding suspected misconduct, violations of law or Habitat for Humanity policy may also be made to the Habitat Ethics and Accountability Line. My Habitat's Knowledge Center, sets forth factors to assist individuals unsure about how or to what channels to report misconduct or violations of law or Habitat for Humanity policy. See Raising concerns (sharepoint.com).
 - a. Online at **heal.habitat.org**.
 - b. Inside the United States, call (800) 461-9330.
 - c. Outside the United States, find a local toll-free phone number from **heal.habitat.org**.
4. Significant or egregious failure to report misconduct, violations of the law, or Habitat Chicago policy may be subject to discipline, up to and including termination of employment. This will be in Habitat Chicago's judgment based on the length of time and extent of knowledge, and the severity of the misconduct or violation.

**HABITAT ETHICS AND
ACCOUNTABILITY
LINE**

is Habitat's confidential and anonymous reporting hotline, which is operated by a third-party service provider and available for any Habitat representative to report concerns.

C. EXPECTATIONS OF NON-RETALIATION

1. Habitat Chicago expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against members of the board of directors, officers, employees and contractors or volunteers for Habitat Chicago who, in good faith, raise concerns of misconduct or suspected violations of law, cooperate in inquiries and investigations, or identify potential violations of Habitat Chicago policies.
2. Any person who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy or for cooperating in an inquiry or investigation should immediately report such incident to their direct supervisor, Habitat Chicago's People and Operations Manager or Habitat Chicago's Executive Director. Supervisors, managers, and other staff members who receive complaints of retaliation must immediately inform Habitat Chicago's Executive Director.
3. Any person who engages in retaliation prohibited by this policy will be subject to discipline up to and including termination of employment.

D. EXPECTATIONS FOR INVESTIGATION

Reports of misconduct, suspected violations of law or policy, and retaliation will be investigated promptly by Habitat Chicago's Executive Director, Habitat Chicago's People and Operations Manager, and/or the consult of third-party legal counsel in a manner intended to protect confidentiality.

Acknowledgment

The Whistleblower Policy describes important information about Habitat for Humanity Chicago's expectation that all Habitat representatives report suspected misconduct, unlawful activity or violations of Habitat for Humanity policies, as well as the protection of individuals make such good faith reports from retaliation. I acknowledge that I have read and reviewed the requirements contained in the policy and agree that I will follow them.

I also understand that I should consult with the People and Operations Manager regarding any questions not answered in this policy.

SIGNATURE

DATE RECEIVED

NAME (TYPED OR PRINTED)

REVISION/REVIEW HISTORY

DATE	EXPLANATION
October 2021	Renamed the MySafeWorkplace® Ethics and Compliance Portal to Habitat Ethics and Accountability Line.