



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 his or her direct supervisor or use the anonymous notification process set forth in Section B.3 of this policy.
3. Anonymous reports regarding suspected misconduct, violations of law or Habitat Chicago policy may be made to the MySafeWorkplace® hotline:
 - a. Online at the **MySafeWorkplace® website**.
 - b. Inside the United States, call (800) 461-9330.
 - c. Outside the United States, call collect at +1 (720) 514-4400 or find a local tollfree phone number from the **MySafeWorkplace® website**.
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.

MYSAFEWORKPLACE

MySafeWorkplace is Habitat's confidential and anonymous reporting hotline, which is operated by a third-party service provider and availability 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 he or she has 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 his or her 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.