

## ON THE JOB

---

### WHISTLEBLOWER

Policy # 5.24  
Effective Date 5/15/2015

The BVFB is committed to the highest possible standards of ethical, moral and legal conduct. This policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

If you have a problem, concern or complaint about your job or a condition of employment, it should first be discussed with your Supervisor. If your concern is about a specific incident, talk with your Supervisor as soon as possible after the incident occurs so that the matter can be timely addressed. Supervisors are required to take prompt action to answer questions and to resolve problems or complaints. If a problem or complaint cannot be resolved through a discussion with your Supervisor or if you feel that your Supervisor has not addressed the matter promptly, then contact the Executive Director to discuss the problem.

As long as the complaint is made in good faith, there will be no retaliation against an employee for truthfully presenting a complaint or discussing a problem with anyone in management. If you follow these steps, you will not be criticized or penalized in any way for good faith and straightforward attempts to reconcile problems. The Executive Director has full and final decision-making authority for matters and policies involving the employment of BVFB employees.

After going through all the proper chains of commands and you feel that your complaint, problem or concern has not been properly taken care of, you can file a report to Ethics-Point. Ethics-Point is used to report situations, events or actions by individuals or groups. Ethics-Point is designed to maintain your confidentiality and anonymity. The following step-by-step instructions will guide you through the processes available to submit a report.

### To Make a Report to EthicsPoint

You may use either of the following two methods to submit an EthicsPoint report:

**Telephone:** Call the Hotline at 888-203-2870

OR

**Online:** Go to: [www.ethicspoint.com](http://www.ethicspoint.com) and select the "file a new report" option at the top of the page.

## ON THE JOB

---

### **WHISTLEBLOWER** *(continued)*

Calls to the Hotline will be answered by an EthicsPoint representative, *not by a Brazos Valley BVFB employee*. No retaliatory action will be taken against anyone for reporting or inquiring in good faith about unethical behavior or for seeking guidance on how to handle suspected breaches of conduct. All reports made will be carefully reviewed by the BVFB. Complaints about the Executive Director will be forwarded to the Board President.

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5 business days, you can use your report key and password to check your report for feedback or questions.

Do not use the hotline or site to report events presenting an immediate threat to life or property. Reports received through EthicsPoint may not receive an immediate response. Call 9-1-1 and then report those events immediately to your Supervisor, the Executive Director or a member of the Board of Directors (in that order).