

Pregnancy Resources of Abilene
2110 N. Willis St.
Abilene, TX 79603
325-672-6415

WHISTLEBLOWER POLICY

Code of Conduct:

Pregnancy Resources of Abilene (PRA) requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of PRA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all directors, officers, employees and volunteers to report legal violations or suspected legal violations in accordance with this Whistleblower Policy.

No Retaliation:

No director, officer, employee or volunteer who in good faith reports suspected illegal conduct shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Violations:

A person's concerns about possible illegal conduct should be reported to his or her supervisor. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor the person may report the concerns directly to the Executive Director. Supervisors and managers are required to report suspected violations of the Code of Conduct to the President of the Board, who has specific and exclusive responsibility to investigate all reported violations.

Reportable Conduct:

Examples of reportable conduct include: forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; pursuit of a benefit or advantage in violation of the Conflict of Interest Policy; misappropriation or misuse of Pregnancy Resources of Abilene resources, funds, supplies, or other assets; authorizing or receiving compensation for goods not received or services not performed; authorizing or receiving compensation for hours not worked.

Compliance Officer:

The President of the Board of Directors is the Compliance Officer and is responsible for investigating and resolving all reported complaints and allegations concerning violations

of the Code of Conduct and shall advise the Executive Director and the Board of Directors accordingly.

Acting in Good Faith:

Anyone filing a complaint concerning a violation or suspected violations of the Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Handling of Reported Violations:

The President of the Board will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.