

Excerpts from WEDO's Employee Handbook

Document Retention Policy

WEDO's computerized records, database entries, e-mail, and paper files are important records that document business practices and business-related decisions. During internal or external investigations of potential misconduct or unethical behavior, such records can be critical to the inquiry. It is against WEDO's policy for any employee to destroy or delete business documents in an attempt to thwart or influence an investigation. Employees who destroy documents in violation of this policy will be subject to disciplinary action up to, and including, suspension and termination as well as possible legal action. Should employees have questions or concerns about whether or not certain documents may be destroyed, they are advised to consult with their immediate supervisor before taking any action.

Employees who believe that a colleague is inappropriately handling internal documents should immediately report their concerns to a manager.

Whistle Blower Policy

It is the policy of WEDO to abide by all applicable federal, state, and local laws, rules, and regulations. Violations of legal provisions and ethical standards can taint the credibility of the entire organization and cause the organization and its employees to be subjected to adverse publicity and distrust by the public, our partners, and the government. WEDO takes seriously its obligation to prevent these kinds of violations.

If an employee believes that WEDO, through the acts of any of its employees or agents, is in violation of applicable law or its ethical obligations (including any allegations of possible fraudulent or dishonest use or misuse of resources or property), such conduct should be immediately reported to an appropriate manager. In most cases, the violation should be reported to an employee's immediate supervisor in writing and signed by the employee. If this is not practical, or if that action is taken but does not correct the perceived violations, a written statement, signed and dated, should be made by the employee to the Executive Director or the Director of Finance with the specific information that the employee knows, so that an investigation may be undertaken. If the alleged violation involves the conduct of the Executive Director, the violation should be reported in writing to the Chair of the Board.

All complaints made under this policy will be investigated as promptly and confidentially as possible. All employees should act responsibly and truthfully in making allegations, responding to allegations, and providing information in an investigation. Any employee who is determined, after an investigation, to have violated applicable legal or ethical standards shall be subject to discipline, up to and including suspension and termination.

WEDO will not retaliate against an employee for making a complaint under this policy in good faith or for participating in good faith in an investigation of a violation of this policy.