

Whistleblower Procedures The McKnight Foundation

McKnight has systems in place for employees to raise issues through internal channels and via a confidential hotline.

Here is the policy from our Employee Handbook on how we handle whistleblower procedures:

McKnight Foundation is committed to the highest standards of openness, probity, and accountability.

An important aspect of accountability and transparency is a mechanism to enable you and other employees to voice concerns in a responsible and effective manner.

The Public Interest Disclosure Act, which came into effect in 1999, gives legal protection to employees against being dismissed or penalized by their employers as a result of publicly disclosing certain serious concerns. It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the Foundation nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary, or other procedures. If possible, the Foundation asks that you voice your complaint internally and give the Foundation a chance to address it. If that is not possible, please utilize the confidential hotline. Follow this link for information on how to access the hotline and what you can expect once you have shared a concern.

Scope of Policy

This policy is designed to enable you or other employees to raise concerns internally and at a high level and to disclose information which you believe shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behavior
- Attempts to conceal any of the items listed above

Non-Retaliation and Other Employee Protection

a. Protection. This policy is designed to offer protection to you if you disclose such concerns provided the disclosure is made:

- in good faith;
- in the reasonable belief that it tends to show malpractice or impropriety;

- to an appropriate person (see below).

No employee will be retaliated against for making a good-faith report of the violation of a federal, state, or local law or rule to Foundation management or to a law-enforcement or other government agency.

b. Confidentiality. McKnight Foundation will treat all such disclosures as confidentially as possible.

c. Anonymous Allegations. This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are difficult to investigate.

Procedures for Making a Disclosure

The Foundation encourages employees with good-faith belief of the violation of a federal, state, or local law or rule to report this knowledge to the VP of Operations unless the complaint is against the VP of Operations or is in any way related to the actions of the VP of Operations. In such cases, the complaint should be passed to the VP of Finance and Compliance or the President.

Timeframe

Due to the varied nature of these sorts of complaints, which may involve internal investigators and/or the police, it is not possible to lay down precise timeframes for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

See more on McKnight Governance Policies: <https://www.mcknight.org/about/governance/>.