

Utah Humanities Council

Whistleblower Policy

General Code of Ethics and Conduct

The Utah Humanities Council's (UHC) Code of Ethics and Conduct requires board members, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of UHC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all board members, officers, and employees to comply with this Code of Ethics and Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No board member, officer, or employee who in good faith reports a violation of the Code 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within UHC prior to seeking resolution outside UHC.

Reporting Violations

The Code addresses UHC's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management (i.e., senior staff) whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to UHC's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following UHC's open door policy, individuals should contact the Compliance Officer directly.

Compliance Officer

UHC's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the Executive Committee. The Compliance Officer has direct access to the Executive Committee of the board of directors and is required to report to the Executive Committee at least annually on compliance activity. UHC's Board Fiscal Agent also serves as Compliance Officer (2005: Holly Campbell, 801 581 7127; hcampbel@mail.hum.utah.edu)

Accounting and Auditing Matters

The Executive Committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Executive Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code 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.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer 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.

Hotline

Allegations of waste, fraud, or mismanagement of federal funds may also be reported anonymously to the National Endowment for the Humanities' hotline. If the allegation is found to relate to issues other than mismanagement of federal funds, the NEH Office of the Inspector General (OIG) will refer the matter to the appropriate authorities.

There are three ways to contact NEH's OIG :

Call (202) 606-8423

Write to:

Office of Inspector General
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Room 419
Washington, D.C. 20506

Email to:

Sheldon Bernstein, NEH Inspector General: sbernstein@neh.gov, or anonymously to www.neh.gov/howeare/oig-email.html