



Community Action Agency of New Haven, Inc.
419 Whalley Avenue
New Haven, CT 06511
Phone: 203-387-7700
Fax: 203-397-7475
www.caanh.net

Section 520. Employee Protection (Whistleblower)

Effective Date: 03/13/2019

Revision Date:

The support of all employees, volunteers, interns or Board Members is necessary to achieving compliance with various whistle blowing laws and regulations. An employee, volunteer, intern or Board Member will be protected from retaliation in response to reporting the alleged unlawful activity, policy, or practice to the attention of CAANH and provides the Organization with a reasonable opportunity to investigate and correct the alleged unlawful activity.

Employee, Volunteer, Intern or Board Member (Whistleblower) shall proceed according to the following steps:

Step 1:

Any written complaint must:

1. be brought forward to a Compliance Officer as soon as it is reasonably known to exist;
2. be dated and signed by the person presenting it; contain a complete written statement of the complaint and facts upon which it is based;
3. cite the section or sections of the Organization's, State or Federal policy claimed to have been violated; and
4. result in a dated and signed receipt for the complaint at that step from the Compliance Officer.

Step 2:

CAANH Compliance Officer: President/CEO, Director of Human Resources or the Board Chair/ Board of Director Executive Team will:

1. Review the relevant documentation regarding the complaint.
2. Contact a Compliance Officer
3. Forward all documentation to the Executive Committee of Board of Directors (see article 6 under committee CAANH Bylaws, page 12 Bullet 7).

Step 3:

CAANH's Board of Director Executive Committees will:

1. Investigate the complaint; and

The Community Action Agency of New Haven offers pathways to prosperity to those in poverty in the Greater New Haven area through:

- ◆ Service ◆ Collaboration ◆ Advocacy ◆ Knowledge Generation



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2. The Executive Committee will write a statement with the complainant’s name, nature of the complaint, remedies and recommendation, and corrective actions, taken in response thereto.
3. A copy of the report will be given to the complainant and kept on file by the CAANH Board of Directors within 60 days.

The protection described below is only available to employees, volunteers, interns or Board Members that comply with this requirement.

CAANH will not retaliate against an employee, volunteer, intern, or Board Member who in good faith, has made a protest or raised a complaint against some practice of CAANH, or of another individual or entity with whom CAANH has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

CAANH will not retaliate against employees, volunteers, interns or Board Members who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Agency that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Below please find the contact information for the Compliance Officers:

Kenn Harris	Board Chairman	203-777-7086
Amos Smith	President and CEO	203-859-6633
Jenell Lawson	Deputy Director and Vice President of Human Resources	203-859-6637

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee, Volunteer, Intern, or Board Member’s Signature **Date**

For any questions regarding this policy please contact the Human Resource Department (203) 387-7700 ext 209.