

Whistleblower Policy

Policy Implemented: January 9, 2017
Revised: December 20, 2024

Pensacola Habitat for Humanity, Inc. (also referred to as “Pensacola Habitat”) is committed to the highest standards of ethical, moral, and legal conduct. Pensacola Habitat is further dedicated to acting in good faith with directors, officers, employees, contractors, or volunteers who raise concerns regarding unlawful activity, violations of Habitat policies, or other improper conduct of any board member, officer, employee, contractor, or volunteer of Habitat.

The purpose of this policy is to:

- Provide a mechanism for members of the board of directors, officers, employees, interns, and AmeriCorps members of, and contractors and volunteers for, Habitat for Humanity entities to raise good faith concerns regarding suspected misconduct or violations of law or Habitat for Humanity policies;
- Facilitate cooperation in any internal or governmental investigation or inquiry regarding potential misconduct or violations of law or Habitat for Humanity policy;
- Protect individuals – including their anonymity and safety – who take such action, from retaliation or any threat of retaliation by any employee or agent of Pensacola Habitat for Humanity; and
- Promote a culture of accountability and transparency (i.e., “if you see something, say something”).

A. Expectations for Reporting

1. Members of the board of directors, officers, employees, interns, AmeriCorps members, contractors, and volunteers of Pensacola Habitat for Humanity are encouraged and expected to identify potential misconduct or suspected violations of the law or Habitat for Humanity policy, to report such suspected violations, and to provide truthful information in connection with any official inquiry or investigation of alleged violations.
2. Any officer, employee, contractor, intern, or AmeriCorps member, or volunteer for Pensacola Habitat for Humanity who has knowledge or reasonable suspicion of the occurrence of misconduct, unlawful activity, or a violation of Habitat for Humanity policy must immediately notify his or her direct supervisor or use the anonymous notification process set forth in Section A.3 of this policy. If the individual has reason to believe that his or her direct supervisor may be involved in the misconduct, unlawful activity, or violation of Habitat for Humanity policy, he or she must immediately notify the Human Resources Department or use the anonymous notification process set forth in Section A.4 of this policy.

If for any reason the individual cannot notify the Human Resources Department or follow the process for anonymous notification, he or she must immediately notify a member of Pensacola Habitat for Humanity executive management.

Any board member who has knowledge of or suspects the occurrence of improper conduct, unlawful activity, or a violation of Habitat for Humanity policy must notify the President/Chief Executive Officer or use the anonymous notification process set forth in Section A.3 of this policy.

3. Reports regarding suspected misconduct, violations of law, or Habitat for Humanity policy may be made to the **Habitat Ethics and Accountability Line (HEAL)**, anonymously if the reporter so chooses, as follows:
 - a. Online at **heal.habitat.org** or on a mobile device at **healmobile.habitat.org**.
 - b. Inside the United States, call **1-844-539-2350**.
 - c. Outside the United States, obtain your local toll-free phone number online at **heal.habitat.org**.
4. Significant or egregious failure to report misconduct, violations of the law, or Habitat for Humanity policy may be subject to discipline, up to and including termination of employment. This will be in Pensacola Habitat for Humanity's judgment based on the length of time and extent of knowledge, and the severity of the misconduct or violation.

B. Expectations of Non-Retaliation

1. Pensacola Habitat for Humanity expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against members of the board of directors, officers, employees and contractors of, or volunteers for Pensacola Habitat for Humanity who, in good faith, raise concerns of misconduct or suspected violations of law, cooperate in inquiries and investigations, or identify potential violations of Habitat for Humanity policies.
2. Any person who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy or for cooperating in an inquiry or investigation should immediately report such incident to his or her direct supervisor or to the Human Resources Department. Supervisors, managers, and other staff members who receive complaints of retaliation must immediately inform the Human Resources Department.
3. Any person who engages in retaliation prohibited by this policy will be subject to discipline up to and including termination of employment.

C. Expectations for Investigation

Reports of misconduct, suspected violations of law or policy, and retaliation will be investigated promptly by executive leadership in a manner intended to protect confidentiality to the greatest extent possible, consistent with the need to conduct an adequate investigation.

Whistleblower Policy Acknowledgment

The Whistleblower Policy describes important information about Pensacola Habitat for Humanity's expectation that all Habitat representatives report suspected misconduct, unlawful activity, or violations of Habitat for Humanity policies, as well as the protection from retaliation of individuals who make such good faith reports. I acknowledge that I have read and reviewed the requirements contained in the policy and agree that I will follow them.

I also understand that I should consult with the Human Resources or executive leadership (depending on my role within the affiliate and in accordance with Section A.2 of this policy) regarding any questions not answered in this policy.

Full Name (print or type)

Signature

Date

REVISION / REVIEW HISTORY – INTERNAL USE

NOTE: This page can be removed before distribution.

<u>DATE</u>	<u>EXPLANATION</u>
January 9, 2017	Policy implemented and presented to staff for review and signature.
July 2, 2021	Updated position titles (Executive Director to CEO, etc.) and added reference to HR Manager. No content changes. Did not seek Board approval.
March 23, 2022	Update approved by Board of Directors. Customized HFHI's more specific policy template from Feb. 2021. Changed MySafeWorkplace® info to HEAL.
Dec. 20, 2024	Updated language in section A.3 regarding Habitat Ethics and Accountability Line (HEAL). Added mobile web address and updated phone number. Did not seek Board approval since change was not substantive.