



**WHEREAS**, the Northwest Ohio Water Environment Association (NWOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501 (c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

**WHEREAS**, the IRS has imposed reporting requirements outlined in Section 990 for nonprofit organizations that NWOWEA must follow, and

**WHEREAS**, one requirement associated with Section 990 is the development of a Whistleblower Policy.

**THEREFORE**, NWOWEA adopts the following Whistleblower Policy.

## **POLICY**

### **I. General**

The Northwest Ohio Water Environment Association (NWOWEA) expects its EC and Committee Chairs to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the NWOWEA, we are obligated to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **II. Reporting Responsibility**

It is the responsibility of all NWOWEA EC and Committee Chairs to report “Wrongful Conduct” in accordance with this Whistleblower Policy.

### **III. Wrongful Conduct**

“Wrongful Conduct” is defined in this Whistleblower Policy to include: a serious violation of the policy; a violation of applicable state and federal law; or the use of NWOWEA or OWEA property, resources, or authority for personal gain or other non organization-related purpose except as provided under the NWOWEA policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the association.

### **IV. No Retaliation**

No NWOWEA EC member or Committee Chair who in good faith reports Wrongful Conduct will suffer harassment, retaliation, or adverse employment consequence. Any NWOWEA EC member or Committee Chair who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to removal from the NWOWEA EC or Committee Chair position, as applicable. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within the NWOWEA prior to seeking resolution outside the organization.



## **V. Reporting Wrongful Conduct**

The NWOWEA encourages its members to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any Northwest Section member may report Wrongful Conduct to the President or another member of the NWOWEA EC.

## **VI. Acting in Good Faith**

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. 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 offense.

## **VII. Confidentiality**

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

## **VII. Handling of Reported Wrongful Conduct**

The NWOWEA President or a representative of the Executive Committee will promptly notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.