

The Parasol Tahoe Community Foundation (Parasol) requires directors, 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 Parasol, we must comply with all applicable laws and regulations.

Any director, officer, employee, volunteer, agent or other representative that reasonably believes that some policy, practice, or activity of the Parasol Tahoe Community Foundation (Parasol) is in violation of law, is strongly encouraged to submit a written complaint to the Board Chair or Board Vice-Chairperson.

The Board Chair or Vice-Chairperson receiving the complaint will acknowledge receipt of the reported or suspected violation to the complainant, if known, within five business days. All reports will be promptly investigated by the Board Chair or Board Vice-Chairperson, or the person or committee they may choose to delegate the investigation to, to determine if the allegations are true, whether the issue is material and what appropriate corrective action will be taken if warranted by the investigation. Upon conclusion of the investigation, the Board Chair or Board Vice-Chairperson shall promptly report its finding to the Executive Committee.

The Board Chair or Vice-Chairperson shall have the full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, private investigators, or any other resource that the Board Chair or Vice-Chairperson reasonably believes is necessary to conduct a full and complete investigation of the allegations.

No director, officer, employee volunteer, agent or other representative who in good faith has made a protest or raised a complaint against some practice of the foundation shall suffer harassment, retaliation or adverse employment consequence. Retaliation is also prohibited if employees report Parasol practices or activities to a public body, such as but not limited to a law enforcement or regulatory agency, if the employee reasonably believes they are in violation of a law or are in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

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 Parasol prior to seeking resolution outside the foundation.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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.