Whistleblower Policy

The USGBC Florida Chapter requires its Directors, Officers, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Chapter, we must continuously and consciously practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

With that focus and intent, if any volunteer or employee of the Chapter reasonably believes that some policy, practice or activity of the Chapter is in violation of law, a written complaint may be filed by that volunteer or employee with the Chapter's Executive Director and Executive Committee.

It is the intent of the Chapter to adhere to all laws and regulations that apply to the Chapter, and the underlying purpose of this Policy is to support the organization's goals of legal compliance. The support of all volunteers and employees is necessary to achieving compliance with various laws and regulations. A volunteer or employee is protected from retaliation only if the volunteer or employee brings the alleged unlawful activity, policy or practice to the attention of the Chapter's Executive Director and Executive Committee and provides those individuals with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to volunteers and employees who comply with this requirement.

The Chapter will not retaliate against a volunteer or employee who, in good faith, has made a protest or raised a complaint against some practice of the Chapter or of another individual or entity with whom the Chapter had or 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.

The Chapter will not retaliate against a volunteer or employee who discloses or threatens to disclose to a Chapter administrator or a public body any activity, policy or practice of the Chapter that the volunteer or employee reasonably believes is in violation of a law or a rule or a regulation mandated pursuant to law, or is in violation of a clear mandate or public policy concerning health, safety, welfare or protection of the environment.

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.

The Chapter administrator in receipt of a raised complaint will acknowledge receipt of a suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. In all circumstances, the non-interested members of the Board of Directors shall determine if a violation exists.

As a nonprofit organization that conducts its business affairs in a climate of transparency, all Board-approved Policies and governing documents are available to the public; similarly, the Board of Directors invites questions regarding the organization's Policies and governing documents.