



Whistleblower Policy

United Community Center of Westchester Inc.

Effective Date: January 1, 2023

Board Approved: December 15, 2022

Purpose

The United Community Center of Westchester Inc is committed to lawful, ethical, and responsible conduct in all organizational activities. This Whistleblower Policy is intended to encourage board members, officers, employees, volunteers, and contractors to report suspected improper conduct without fear of retaliation.

Scope

This policy applies to all board members, officers, employees, volunteers, interns, and independent contractors of UCCW.

Reportable Conduct

Improper conduct includes but is not limited to the following

Violations of federal, state, or local laws or regulations

Fraud or financial misconduct

Misuse of organizational funds or assets

Conflicts of interest

Unethical behavior

Harassment or discrimination

Retaliation against individuals who report concerns

Failure to comply with organizational policies or procedures

Reporting Procedure

Any individual who becomes aware of suspected improper conduct is encouraged to report the matter promptly. Reports may be made in good faith to the Executive Director Jackeline Agudelo or to the President of the Board of Directors Ben McNight. Reports may be submitted verbally or in writing and may be made confidentially to the extent possible. Anonymous reports will be accepted, although providing contact information may assist in a thorough investigation.

Investigation

All reports of suspected improper conduct will be taken seriously and investigated promptly and fairly. The organization will take appropriate corrective action if wrongdoing is substantiated. Investigations will be handled discreetly and confidentially to the extent permitted by law.

Protection Against Retaliation

UCCW strictly prohibits retaliation against any individual who reports suspected improper conduct in good faith. Retaliation includes but is not limited to termination, demotion, harassment, discrimination, or any adverse action.

Any individual who engages in retaliation will be subject to disciplinary action, up to and including termination of employment or removal from the Board.

Good Faith Requirement

Reports must be made in good faith and with reasonable grounds, believe the information disclosed indicates improper conduct. Reports made maliciously or with knowledge that they are false may result in disciplinary action.

Record Retention

Records of whistleblower reports and investigations will be maintained in accordance with UCCW's Document Retention Policy.

Policy Review

This policy will be reviewed periodically by the Board of Directors and updated as necessary to ensure compliance with applicable laws and best practices.

Contact Information

United Community Center of Westchester Inc
360 North Avenue New Rochelle New York
Email info@uccenter.org

Phone 914 813 2896 or to the BO President
Mr. Ben McNight via e-mail: benmacnight@aol.com / phone 914-384-1076