

CHILD CARE RESOURCES WHISTLE BLOWING AND COMPLAINT POLICY

I. REPORTING VIOLATIONS

Employees should report suspected violations of laws, rules and regulations, and Child Care Resource (“CCR”) policies to CCR’s Chief Executive Officer, Chief Program Officer, Director of Provider or Director of Parent Services. This includes violations of the laws and rules that prohibit fraud in the reporting of CCR’s financial performance. Employees are also encouraged to report any complaint or concern regarding CCR’s accounting, internal controls or auditing matters. **Employees who believe that someone has violated CCR’s policy against Harassment must refer to and follow the reporting requirements found in that policy in the CCR Personnel Policies. Employees can specifically find the CCR Harassment policy in Section S.3.1 of the Personnel Policies.**

In the event an employee does not feel it is appropriate to speak to the CEO, CPO, Director of Parent or Provider Services regarding a suspected violation of laws, rules, regulations, CCR’s policies, or about a complaint or concern involving CCR’s financial disclosure, accounting, internal accounting controls or auditing matters, the employee may report such matters to the Board of Directors (Current Board President, Vice President or Treasurer) in writing by sending a letter describing the circumstances surrounding the matter to the appropriate board member’s home address found on the current board list located at D:\Board\Board Lists.

II. STATEMENT OF NON-RETALIATION

It can be a federal crime for someone to intentionally retaliate against any person who provides truthful information to a law enforcement official concerning a possible violation of any federal law. Moreover, CCR does not tolerate interference with or retaliation against an employee for:

A. providing information, causing information to be provided, or otherwise assisting in an investigation regarding any conduct which the employee reasonably believes constitutes a violation of laws, rules, regulations, CCR’s company policies; or

B. filing, causing to be filed, testifying in, participating in, or otherwise assisting in a proceeding filed or about to be filed relating to a violation of any law, rule or regulation.

III. STATEMENT OF CONFIDENTIALITY

Complaints under this policy will be kept confidential to the extent permitted by law and consistent with an effective investigation. In the course of an investigation, CCR may find it necessary to share information with others on a “need to know” basis.