

[Adopted May 2025]

Whistleblower Protection Policy

The Pajarito Environmental Education Center (PEEC) requires employees, board members, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. We practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws, regulations and internal policies.

This Whistleblower Protection Policy is intended to encourage and enable employees and others to report violations so that PEEC can internally address and correct inappropriate conduct and activity.

Reporting Responsibility

It is the responsibility of all employees, board members and volunteers to report apparent violations of PEEC's code of conduct or violations of laws, regulations or policies that govern PEEC's operations. Anyone filing a written 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

Reporting Procedure

Submit a report in writing to the Executive Director or a member of the board of directors.

Confidentiality

Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

No Retaliation

It is contrary to the values of PEEC for anyone to retaliate against a whistleblower. Anyone who retaliates against someone who, in good faith, has reported a violation may be disciplined up to termination of their service with PEEC.

Resolution

PEEC will thoroughly investigate all reports of alleged violations and take corrective action, as required to preclude future recurrences of the same reported behavior or activity. Corrective action may include counseling, discipline, training and changes in procedures. If the violation impacted financial transactions or mandated reporting requirements, PEEC will rectify the situation as quickly as practical.