

National Association of Hispanic Journalists

Whistleblower Policy

NAHJ 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 the NAHJ, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that NAHJ can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of NAHJ's code of ethics or suspected violations of law or regulations that govern NAHJ's operations.

No Retaliation. It is contrary to the values of NAHJ for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of NAHJ. 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.

Reporting Procedure. NAHJ has an open-door policy and suggests that employees with concerns or complaints may submit their concerns in writing directly to the Executive Director. The Executive Director shall keep the National Board President apprised of all formal complaints filed in writing. Upon receipt of a formal complaint, the President and Financial Officer are responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. If the issues are related to Accounting and Auditing Matters, the President shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith. 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. 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.

Confidentiality. Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations & Findings. The NAHJ's President or Financial Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. The National Board President, Financial Officer, Executive Director or third party designated by the Board President to receive, investigate, and respond to complaints shall report to the National Board Executive Committee its findings. The National Board of Directors Executive Committee, shall determine the appropriate corrective action if needed.

Policy approved by the Board of Directors on this the ____ day of _____, 2022

Confirmed and Verified by my signature

Nora Lopez
National NAHJ President

Source: National Council of Non-Profits