

BREAKTHROUGH COLLABORATIVE BOARD OF TRUSTEES

ANTI-RETALIATION POLICY

Purpose

The Breakthrough Collaborative (BTC) recognizes that often the best sources of feedback about its operations are its employees. They are uniquely positioned to observe how BTC fulfills its mission, how it interfaces and provides services to its affiliates, and how effectively internal operations and governance function.

BTC is committed to maintaining a workplace in which its employees are encouraged to raise questions or concerns and suggest improvements. BTC appreciates that employees are less likely to raise these questions and concerns if they anticipate retaliation as a result.

This policy is intended to reassure employees who raise questions or concerns in good faith about a practice, policy, or activity of BTC or of another employee(s) of BTC. BTC will not tolerate any reprisals against those employees. At the same time, employees should exercise sound judgment to avoid baseless allegations.

Definitions

Employee: Year-round, full-time staff members, including the executive director, are covered by this policy. Also covered are part-time employees and those who are hired by BTC on a temporary basis.

Retaliation: Any and all forms of reprisal directed at an employee who has raised a question or concern are included in this policy.

Source of Retaliation: If the source of the alleged retaliation is another BTC employee, this policy will apply. If the source is an employee of a BTC partner organization, the policy of that partner organization will apply.

BTC Partner Organization: Any organization with which BTC has a formal, written agreement to collaborate.

Policy

BTC will not tolerate any retaliation against BTC employees who, in good faith, raise a complaint or disclose, or threaten to disclose, truthful information regarding a practice, policy, or activity of BTC or another employee(s) of BTC that the employee reasonably believes violates a law, rule, regulation, code of ethics, clear mandate of public policy, or the BTC mission.

Reporting

BTC employees who believe that they have been subjected to retaliation are responsible for reporting such retaliation as soon as possible. While there is no time limit for reporting possible retaliation, reports should be brought forward promptly so that timely and constructive action can be taken.

BTC employees who believe that they have been subjected to retaliation should report such retaliation to their supervisors or to the BTC executive director. If the executive director is actively or passively involved in the retaliation, employees should report any retaliation to the chair of the BTC Board of Trustees.

The executive director/board chair is responsible for making the decision on how best to handle the alleged retaliation, including conducting an investigation. This process should be conducted in a manner intended to protect confidentiality, consistent with a thorough and fair investigation.

If the executive director conducts the investigation, s/he is also responsible for regularly informing the board chair about the matter as it unfolds.

Corrective Action

Once reports of retaliation have been investigated, corrective action will be taken as warranted by the investigation's findings. BTC employees who have engaged in retaliation will be subject to disciplinary action, which may include termination of employment.

BTC employees who intentionally file a false report of wrongdoing will also be subject to disciplinary action, which may include termination.

The BTC executive director and board chair will inform the officers of the BTC Board of Trustees of the outcome of investigations and resulting corrective actions. The BTC executive director/board chair will also take such action as is required by state or federal law to comply with reporting or remediation that is required by those laws.