



HUNDRED NIGHTS INC.

Reaching for the Warmth of Home
Emergency Shelter & Open Doors Resource Center

P.O. Box 833
17 Lamson Street
Keene, NH 03431
(603) 352-5197
www.hundrednightsinc.org
Tax ID: 45-2798171

Whistleblower Protection Policy

The Board of Directors of Hundred Nights Inc adopts the following Policy in order to strengthen its existing policies and procedures, maintain and exemplify “best practices,” and comply with applicable law¹ and regulations.

Hundred Nights Inc encourages any staff member or volunteer to bring instances of improper conduct, such as waste, fraud, financial impropriety or abuse, to the attention of a responsible person who can be counted upon to investigate the problem promptly and fairly. Any staff member or volunteer of Hundred Nights Inc who reports waste, fraud, financial impropriety or abuse will not be fired or otherwise retaliated against for making the report.

There are several ways to make a confidential - and anonymous if so desired - report of suspected waste, fraud, or abuse. Call, meet with or send a written report or an email to one of the following individuals:

Board Chair – Jan Peterson – jpeterson@hundrednightsinc.org

Board Vice Chair – Chuck Mobilia – cmobilia@hundrednightsinc.org

Treasurer – Mike Dubois – mdubois@hundrednightsinc.org

Secretary – Teresa Starkey – tstarkey@hundrednightsinc.org

The report shall be taken seriously and investigated. The person or persons charged with alleged impropriety shall be given an opportunity to respond to the allegations in person or in writing. Even if the matter is determined not to constitute improper conduct, the individual making the report will not be retaliated against. That person shall not be subject to any punishment – including firing, demotion, suspension, reprimand, harassment, failure to consider the employee for promotion, or any other kind of discrimination – in retaliation for making the report.

Following the investigation, Hundred Nights Inc will:

- Provide the person filing a report with a summary of the findings;
- Take appropriate steps to deal with the issue addressed, including making operational or personnel changes, or justify why corrections are not necessary;
- If warranted, contact law enforcement to deal with any suspected criminal activities.

Hundred Nights Inc will maintain confidential records of all actions taken under this Policy.

The Board Executive Committee has responsibility for oversight of compliance with this Policy.

APPROVED BY THE BOARD OF DIRECTORS: April 8, 2015

AMENDED BY THE BOARD OF DIRECTORS: May 11, 2016

¹ Nonprofit organizations are required by federal law to adopt a whistleblower protection policy (Public Company Accounting Reform and Investor Protection Act of 2002, “Sarbanes-Oxley”). This is one of two requirements of Sarbanes-Oxley that apply to nonprofits, which are otherwise not subject to that federal legislation.