Whistleblower Policy

This Policy prohibits retaliation against an employee of Locks of Love (referred to here as a “Whistleblower”) who reports an activity that the Whistleblower reasonably believes to be illegal, fraudulent or dishonest conduct involving Locks of Love’s Board of Directors, employees or resources.

All members of Locks of Love’s Organization are responsible for reporting fraudulent, dishonest, or illegal conduct involving Locks of Love board members, officers, employees, volunteers or resources. Such reporting should be made acceding to the Locks of Love policy or applicable law. If a situation is not addressed by existing Locks of Love policy or if the appropriate manager or supervisor fails to act on such a report according to Locks of Love’s Policy, a Whistleblower may report the matter to the General Manager. If the employee does not feel comfortable reporting the information to the General Manager, he or she is expected to report the information to the Board President.

Locks of Love employees may not retaliate against a Whistleblower with the intent or effect of adversely affecting the terms or conditions of employment. If the Whistleblower has made a confidential report, Locks of Love will exercise reasonable care to keep the Whistleblower’s identity and report confidential, unless (1) the Whistleblower agrees to the disclosure; (2) disclosure is necessary to allow Locks of Love or law enforcement officials to investigate or respond effectively to the report; (3) disclosure is required by law; or (4) the person(s) accused of violations by the Whistleblower are entitled to the information as a matter of institutional due process in disciplinary proceedings.

Whistleblowers who reasonably believe that they have been retaliated against by a Locks of Love employee may file a written complaint to the General Manager or Board President. If retaliation is proven, the retaliating employee(s) are subject to appropriate disciplinary actions or remedies provided in law or equity, including immediate termination. The prohibition against retaliation is not intended to prohibit managers or supervisors from exercising legitimate supervisory responsibilities in the usual scope of their duties and based on Locks of Love’s workplace expectations, other Locks of Love policies and valid performance-related factors.