
Whistleblower Policy

Purpose: This Whistleblower Policy is designed to provide a mechanism for employees and other organization leaders to raise good faith concerns regarding suspected violations of law or BOMA Oakland-East Bay (OEB) policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body; and to protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of BOMA OEB.

Scope: This Policy applies to all BOMA OEB employees, including part-time, temporary, and contract employees, as well as directors, officers, and other organization volunteers.

Policy: BOMA OEB is committed to maintaining a workplace where employees are free to raise good faith concerns regarding BOMA OEB's business practices. Employees should be encouraged to report suspected violations of the law on the part of BOMA OEB; to identify potential violations of BOMA OEB policy, including those contained the BOMA OEB Policies and Procedures Manual; and to provide truthful information in connection with any official inquiry or investigation. BOMA OEB expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of BOMA OEB policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Procedure: Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The Past President will act as the Chief Ethics and Compliance Officer and thus manage such investigations, and may request the assistance of counsel or other outside parties as he or she deems necessary. The Past President will prepare a report of the findings of the investigation, and submit such report to the Board of Directors within a reasonable timeframe depending on the investigation. The Board will be given a monthly status report via email or in person and determine the investigation closed with Board approval. In the event that a report concerns the Past President, he or she shall recuse himself or herself from the proceedings, and the Board of Directors shall select an appropriate officer of BOMA OEB to continue the investigation.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to his or her supervisor, the Past President, or other BOMA OEB Board Member. Any BOMA OEB Leader receiving complaints of retaliation must immediately inform the Past President.