



## Whistleblower Policy

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Custodian: Quality Improvement Department	Effective Date: 11/01/2024
Creation Date: 09/2024	Review Date: 10/2024
Approval Date: 10/2024	Revision Date:
Title of person responsible/Approving Committees:	
Director, Quality Improvement	10/2024
Chief Compliance Officer	10/2024
Executive Team	10/2024
Union	00/2024

### 1. Policy Statement

Momentum for Health requires its directors, officers, employees, interns, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

### 2. Purpose

- 2.1. The purpose of this policy is to encourage and enable employees, interns, and volunteers of Momentum to report any action or suspected action taken within Momentum that is illegal, fraudulent or in violation of any adopted policy of Momentum, to a source within Momentum before turning to outside parties for resolution.
- 2.2. This policy applies to any matter which is related to Momentum’s business and does not relate to private acts of an individual not connected to the business of Momentum.
- 2.3. This policy is intended to supplement but not replace Momentum’s unlawful harassment and discrimination policy, “open door policy” and/or any other grievance procedure, and any applicable state and federal laws governing whistleblowing applicable to nonprofit and charitable organizations.

### 3. Policy

#### 3.1. Process for Reporting

- 3.1.1. If an individual reasonably believes that anything illegal, fraudulent, or in violation of any adopted policy of Momentum (a “Violation”) has occurred, the individual is encouraged to share their questions, concerns, suggestions or complaints with any person within Momentum who may be able to address them properly.
- 3.1.2. In most cases, the direct supervisor of an individual is the person best suited to address a concern. However, if an individual is not comfortable speaking with their supervisor or if they are not satisfied with the supervisor’s response, the individual is encouraged to speak directly to the Director of Quality



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Improvement or anyone in management the individual feels comfortable approaching. Additionally, individuals may report issues at any time to the Momentum for Health Ethics line at 669-319-2179 or by email to [concerns@momentumforhealth.org](mailto:concerns@momentumforhealth.org).

### 3.2. No Retaliation

- 3.2.1. No employee, intern, or volunteer who in good faith reports a Violation or cooperates in the investigation of a Violation shall suffer harassment, retaliation or adverse employment or volunteer consequences.
- 3.2.2. Any individual within Momentum who retaliates against another individual who in good faith has reported a Violation or has cooperated in the investigation of a Violation is subject to discipline, including termination of employment or volunteer status.
- 3.2.3. If an individual believes that someone who has made a report of a Violation or who has cooperated in the investigation of a Violation is suffering from harassment, retaliation or other adverse employment or volunteer consequences, the individual should contact the Compliance Officer.
- 3.2.4. Any individual who reasonably believes they have been retaliated against in violation of this policy shall follow the same procedures as for filing a complaint (outlined below).
- 3.2.5. If it is determined that a retaliation violation of this policy occurred, appropriate disciplinary action will be taken against the offending individual, up to and including termination of employment/volunteer engagement. However, the level of discipline issued as a result of an investigation is typically a confidential matter between the employer and the colleague receiving discipline and will not be shared with other individuals.



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### 3.3. Confidentiality

- 3.3.1. Momentum encourages anyone reporting a Violation to identify themselves when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Violations or suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities. Furthermore, Momentum will explore anonymous allegations to the extent possible but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.
  - 3.3.1.1. To the extent possible, the privacy of the complainant, witnesses, and individual(s) accused are kept confidential, although absolute confidentiality cannot be promised.
- 3.3.2. Anyone participating in an investigation is prohibited from recording any part of the investigatory process. All methods of recording include audio, video, and digital.

### 3.4. Handling of Reported Violations

- 3.4.1. The supervisor, manager or board member who receives a report of a Violation from the complainant is required to notify the Director of Quality Improvement of that report, except as provided below with respect to a report relating to the Director of Quality Improvement. The Director of Quality Improvement will notify the complainant and acknowledge receipt of a report of Violation within five business days, but only to the extent that the complainant's identity is disclosed or a return address is provided.



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3.4.2. The Director of Quality Improvement, or their designee, is responsible for promptly investigating all reported Violations and for causing appropriate corrective action to be taken if warranted by the investigation. The complainant will be notified about what actions will be taken, to the extent reasonably possible and consistent with any privacy or confidentiality limitations. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant to the extent possible while protecting the privacy rights of others.

3.4.3. In the event the Director of Quality Improvement is suspected of having committed a Violation, then the Violation will be reported to and investigated by the Compliance Officer.

### 3.5. Accounting and Auditing Matters; Reports

3.5.1. The Audit Committee of the Board of Directors is responsible for addressing all reported concerns or complaints of Violations relating to corporate accounting practices, internal controls or auditing. Therefore, the Director of Quality Improvement must immediately notify the Audit Committee of any such concern or complaint.

3.5.2. In addition, the Director of Quality Improvement will advise the Executive Team of any other reported Violations, the current status of the investigation, and the outcome or corrective action taken at the conclusion of the investigation.