

Association of Child Life Professionals Administrative Policy and Procedure

SUBJECT: Whistleblower Policy and Procedure

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POLICY

The Association of Child Life Professionals (ACLIP) requires its staff and board of directors to uphold high standards of professional behavior, ethical responsibility, operations, and stewardship of resources to maintain compliance with good governance principles and applicable legal requirements, including the. This policy empowers staff and board of directors to internally communicate serious concerns in good faith, allowing the ACLIP to respond to and rectify conduct and actions that are deemed inappropriate.

DEFINITIONS:

ACLIP Resources

ACLIP resources may include but are not limited to:

- Cash, assets, monetary and in kind donations, personal property
- Rights to intellectual property
- The ACLIP's name
- ACLIP records, including membership data

Protected Disclosure – A qualifying disclosure witnessed by a staff or board member when they reasonably believe there is serious wrongdoing within the workplace.

Whistleblower - a person who, in good faith, communicates wrongdoing within the organization with intention to stop the wrongdoing and create change.

No Retaliation – Staff or board members who retaliate against people who make reports of violations in good faith may receive discipline up to and including termination of employment, board seat, membership, and/or affiliation with the ACLIP.

PROCEDURE

1. Reporting Procedure

The ACLIP recommends that staff and board members express their questions, concerns, suggestions or complaints with the leader who maintains responsibility relevant to concern (i.e., direct supervisor, Committee Chair regarding committee concern). The Ethic Complaint Form is available for certification concerns. If one is uncomfortable speaking with or dissatisfied with the respective leader's response, staff and board members are directed to express complaint or concern in writing to the ACLIP's Chief Executive Officer/Executive Director and/or one or all of the President's Group (Current, Immediate Past, and President Elect). ACLIP leaders have an ethical responsibility to recuse themselves from review and

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decision-making when their impartiality may be compromised. ACLP leaders shall consult with ACLP legal counsel as appropriate regarding reports from whistleblowers.

2. Acting in Good Faith

When revealing potential concerns and allegations, one must be acting in good faith and have valid reason to believe a violation was made. Unsubstantiated concerns that are determined to have been made maliciously or in bad faith will be subject to discipline up to and including termination of employment, membership, board seat, and/or affiliation with the ACLP.

3. Confidentiality

Confidentiality of concerns and the person who submitted the concern may be upheld to the extent reasonably possible in allowing a full investigation to occur.

4. Handling Concerns/Complaints

ACLP will make reasonable efforts to acknowledge receipt of concerns/complaints within seven (7) days of receiving them. Investigation of all concerns/complaints will be completed within thirty (30) days unless ongoing investigation is necessary or additional time is otherwise required. Process improvement will be implemented when warranted. Recommendations for action will be determined by majority ruling of the ACLP CEO and Presidents group (Immediate Past, Current, President-Elect), and decisions are final. The original recipient of the concern/complaint will make reasonable efforts to communicate the final decision to the complainant within seven (7) days of the conclusion of investigation. All outcomes along with the complete documentation of each issue will be maintained at the ACLP office.

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