

Whistleblower Policy

Legacy Mission Village

Purpose

Legacy Mission Village is committed to honesty, accountability, and ethical conduct in all aspects of our work. We encourage staff, volunteers, and board members to speak up if they see conduct that may be illegal, unsafe, unethical, or inconsistent with our mission and values.

This policy ensures that concerns can be raised safely and without fear of retaliation.

Who This Policy Applies To

This policy applies to:

- Employees
- Volunteers
- Board members
- Contractors or others working on behalf of Legacy Mission Village

What to Report

Concerns may include, but are not limited to:

- Fraud, theft, or misuse of funds or property
- Financial mismanagement or inaccurate reporting
- Violations of laws or regulations
- Harassment, discrimination, or unsafe behavior
- Conflicts of interest
- Retaliation against someone who raised a concern
- Any conduct that could harm participants, staff, volunteers, or the organization's integrity

If you are unsure whether something should be reported, you are encouraged to ask or report the concern.

How to Report a Concern

Because Legacy Mission Village is a small organization with a limited management structure, concerns may be reported directly to leadership without following a chain of command.

Reports may be made to:

Executive Director
William Mwizerwa
william@legacymissionvillage.org

Board Chair
Randy Hartley
rhartley@thoroughbredfinancial.com

Concerns involving the Executive Director should be directed to the Board Chair.

Reports may be made in person, by phone, or by email. Reports may also be made anonymously.

Confidentiality

Reports will be handled as confidentially as possible. Information will be shared only with those who need to know in order to review or investigate the concern.

Protection From Retaliation

Legacy Mission Village strictly prohibits retaliation against anyone who raises a concern in good faith or participates in an investigation.

No one will be dismissed, demoted, harassed, or otherwise treated unfairly for reporting a concern honestly. Any retaliation should be reported immediately and will be addressed promptly.

Review and Investigation

Reports will be taken seriously and reviewed promptly.

- The Executive Director will typically review and address day-to-day concerns.
- The Board of Directors will review concerns that involve the Executive Director or involve significant financial, legal, or ethical risk to the organization.

Appropriate corrective action will be taken when needed.

False Reports

Concerns should be raised in good faith. Knowingly making false or malicious accusations may result in disciplinary action.

Policy Oversight

The Board of Directors is responsible for oversight of this policy and may update it as needed.