



## **CONFIDENTIALITY**

The NLEOMF places the highest priority of maintaining confidentiality in the workplace. As such, all personally identifiable employee information and personnel records will be strictly safeguarded. All employment and personnel related issues should be kept confidential as well. Such issues should ordinarily only be discussed with the CEO, immediate supervisor, and Human Resource ADP/Chief of Staff.

Employees are required to adhere to this same level of confidentiality with regard to issues brought before the NLEOMF Board of Directors, or matters involving our supporters, our donors and/or the men and women we honor. Such information should ordinarily not be discussed outside the office, either during or after employment with NLEOMF. Strict adherence to this policy is especially required pertaining to information about the surviving families of officers killed in the line of duty.

Notwithstanding the above, employees may discuss confidential information as part of a proceeding involving the investigation or pursuit of a claim involving a violation of any law. In addition, employees may make whistleblowing disclosures as defined below.

Non-compliance with this policy can result in disciplinary action, up to and including termination of employment.

The Confidentiality Agreement can be found in Attachment B at the end of this Handbook.

## **WHISTLEBLOWER POLICY**

Employees of the NLEOMF must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

Each employee of the NLEOMF has an obligation to report in accordance with this policy any (1) fraudulent conduct or other misconduct relating to the use or procurement of grant money, donations, or any other fund, or (2) questionable or improper conduct relating to NLEOMF's accounting, internal accounting controls, finances, or auditing matters.

### **Authority of Audit, Finance and Investment Committee**

The Audit, Finance and Investment Committee, and/or such person or persons designated by the Audit, Finance and Investment Committee, shall be responsible for investigating, and making appropriate recommendations to the Board of Directors, with respect to all reported concerns.

### **No Retaliation**

The Whistleblower Policy is intended to encourage and enable employees to raise concerns for investigation and appropriate action. With this goal in mind, no employee who, in good faith, reports a concern or cooperates with an investigation into a reported concern shall be subject to retaliation or adverse employment consequences as a result of such report or cooperation. Any employee who violates this anti-retaliation provision may be subject to discipline up to and including termination of employment.