



Oregon Association of Minority Entrepreneurs

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OAME WHISTLEBLOWER POLICY

Purpose

The Oregon Association of Minority Entrepreneurs (OAME) is dedicated to upholding integrity and ethical conduct. This Whistleblower Policy provides a confidential way for individuals to report unethical, illegal, or improper behavior within the organization. It also protects those who report concerns in good faith from retaliation.

Scope

This policy applies to all OAME employees, board members, volunteers, contractors, and stakeholders.

Reporting Responsibility

All members of OAME are encouraged to report any suspected unethical, illegal, or improper conduct, including:

- Fraud or financial misconduct
- Violation of laws or OAME policies
- Discrimination or harassment
- Conflicts of interest
- Unsafe work conditions

Reporting Procedure

- How to Report: Reports can be made verbally or in writing to the Executive Director, Board Chair, or designated Compliance Officer. The report should go to another board member if the concern involves these individuals.
- Confidentiality: Reports will be kept confidential, with the whistleblower's identity protected unless disclosure is required by law.
- Anonymous Reporting: Anonymous reports are accepted, though they may limit the ability to investigate thoroughly.

Investigation Process

- Assessment: Reports will be assessed to determine if an investigation is necessary.
- Investigation: If required, an investigation will be conducted promptly and thoroughly, involving interviews and document reviews.

- Resolution: Appropriate action will be taken based on the findings, and the whistleblower will be informed of the outcome as appropriate.
- Protection Against Retaliation
- No Retaliation: Retaliation against anyone who reports concerns in good faith is strictly prohibited. Any retaliatory actions will result in disciplinary measures, up to termination.

False Reporting

- Good Faith Requirement: Reports must be made in good faith. Knowingly false or malicious reports may lead to disciplinary action.

Policy Review

This policy will be reviewed regularly to ensure effectiveness and compliance with legal requirements.

Conclusion

OAME is committed to maintaining a culture of transparency and accountability. This Whistleblower Policy is crucial to safeguarding the organization's integrity, and all members are encouraged to report any concerns without fear of retaliation.