

	POLICY NAME	
	Safe Reporting Policy	
	EFFECTIVE DATE:	January 1, 2025
	APPROVED BY:	NWFM Board of Directors
	RESPONSIBLE:	Market Manager

PURPOSE AND SCOPE

1.1 The Safe Reporting Policy (the “Policy”) aims to provide a mechanism, support, and protection to all individuals and organizations reporting on applicable matters covered in this policy - commonly referred to as “whistleblowers.”

1.2 This policy applies to all employees, contractors, vendors, directors, and volunteers of New West Farmers Market (“NWFM”).

DEFINITIONS

2.1 Reporter: any individual or organization who identifies and reports wrongdoing

2.2 Wrongdoing: behavior that undermines the quality of the market; is a danger to health and safety; is unlawful or unethical; constitutes fraud, stealing, or corruption; and/or is against NWFM policies. Complaints or concerns related to Code of Conduct infractions should be redirected to the stipulations laid out under that policy.

POLICY

3.1 Signs or indications of wrongdoing must be reported immediately for investigation. All reports received will be addressed and investigated as appropriate. All reports will be treated confidentially - see Appendix A for what should be included in a report.

3.2 Reports should be escalated as follows:

- Reports about behavior of Volunteers or the Assistant Manager should be reported to the Market Manager
- Reports about the behavior of the Market Manager should be reported to the Board President
- Reports about the behavior of a Board Member should be reported to the Board President
- Reports about the behavior of the Board President should be reported to another Board Member

3.3 NWFM will not tolerate retaliation against a reporter who, in good faith, reports suspected wrongdoing. Any such retaliation will be in itself considered a breach of this policy. NWFM will take all possible measures to protect reporters who, in good faith, report suspected wrongdoing.

RESPONSIBILITIES

4.1 Non-Manager Employees, Contractors, Vendors, and Non-Director Volunteers

- Understand the definition of wrongdoing
- Avoid engaging in behavior that constitutes wrongdoing
- Promptly report any suspected wrongdoing to the Market Manager
- Cooperate with any investigation that may occur as a result of this report

4.2 Market Manager

- Understand the definition of wrongdoing
- Avoid engaging in behavior that constitutes wrongdoing
- Promptly investigate any suspected wrongdoing that is reported
- Address any behavior that constitutes wrongdoing
- Inform the Board of Directors of any significant incidents of wrongdoing

4.3 Directors

- Understand the definition of wrongdoing
- Avoid engaging in behavior that constitutes wrongdoing
- Promptly investigate any suspected wrongdoing that is reported by the Manager
- Address any behavior that constitutes wrongdoing if not addressed by the Manager
- Review this Policy on a bi-annual basis

COMPLIANCE

5.1 Employees, contractors, vendors, directors, and volunteers are responsible for adhering to this policy and monitoring their behavior in accordance with the policy.

5.2 Failure to comply with this policy, including attempting or engaging in any retaliation toward a reporter or failing to protect the confidential nature of the investigative process, may result in disciplinary action, up to and including termination of employment, ending of contract or agreement, or dismissal from volunteer duties.

APPENDIX A: REPORTING REQUIREMENTS

When submitting a report, the following should be included:

- Description of the activity and location
- The date the Reporter became aware of the activity/issue
- Name of individuals suspected of the activity and names of any witnesses to the activity/issues
- Steps taken to date (if any) prior to making the formal complaint
- Whether or not the “Reporter” wishes to remain anonymous (noting that if illegal activity is suspected, anonymity may not be possible)