

Reporting Misconduct and Whistleblower Protection

Delaware Nurses Association (DNA) requires officers, committee chairs and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and DNA representatives must practice honesty and with integrity in fulfilling responsibilities and complying with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that DNA can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, employees and volunteers to report concerns about violations of the ANA Code of Ethics with Interpretative Statements or suspected violations of law or regulations that govern the operations of the Association.

Policy

- It is contrary to the values of DNA for anyone to retaliate against any Board member, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Association. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
- DNA has an open door policy and suggests that employees and volunteers share their questions, concerns, suggestions or complaints with the Executive Director or DNA President. If an employee is not comfortable speaking with the Executive Director or the DNA President or are not satisfied with the Executive Director or DNA President's response, employees and volunteers are encouraged to speak with a member of the Executive Committee.
- The Executive Director or DNA President are required to report complaints or concerns about suspected ethical and legal violations in writing to the Board of Directors who have the responsibility to investigate all reported complaints. Employees or volunteers with concerns or complaints may also submit their concerns in writing directly to the Executive Director or the Executive Committee.
- The Executive Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Committee will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report to the Board of Directors compliance activity relating to accounting or alleged financial improprieties.
- Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- The Executive Director or DNA President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.