

Whistleblower Policy
Michigan Institute of Laundering & Drycleaning Association
Adopted 10/26/2012

This Whistleblower Policy of the Michigan Institute of Laundering & Drycleaning Association: (1) encourages board members, staff, volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Association; (2) specifies that the Association will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Association's policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Association's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. **Protection from retaliation.** The Association prohibits retaliation by or on behalf of the Association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review of investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the Association's executive director or president; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the past president. The Association will conduct a prompt, discreet, and objective review or investigation. Board members must recognize that the Association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.
4. To facilitate the ability of anyone who would wish to submit information the name, address, email of the MILD Executive Direct, Current President and Immediate Past President will be in the following locations along with a whistle blower policy posted.
 - a. MILD Directory
 - b. MILD website
 - c. MILD newsletter (shorter summary sentences of whistle blower policy)