



Women in Cable
Telecommunications™

**Whistleblower Policy Guidance for
Women in Cable Telecommunications (WICT) Chapters**
(Effective 1/1/2015)

Every non-profit organization (including WICT National and each of the Chapters) must adopt a Whistleblower Policy. The policy should serve three purposes: (1) it should encourage volunteer leaders to come forward with credible information regarding illegal practices or violations of adopted policies of the organization; (2) it should explicitly state that the organization will protect the individual from retaliation for coming forward with the information; and (3) it should identify the parties to whom such information can be reported.

To help your chapter remain in compliance with federal regulations that govern nonprofits, WICT National is providing you with a template Whistleblower Policy that you may personalize with your chapter's information.

You should review and vote to adopt this policy with your board of directors every year, and each volunteer leader must disclose any potential conflicts and sign where indicated on page 3. The Chapter Treasurer should collect the signed documents and provide them to the Chapter President for review.

Once signatures have been obtained from all volunteer leaders, the Chapter President should sign below and return this form to WICT National. The individual forms with signatures may be scanned and stored electronically or otherwise archived for 3 years.

Signature Joni Pierce Date 3/16/16

Name: **Joni Pierce**

Title: **President**

Chapter Name: **Pacific Northwest**

Date shared and adopted by the Chapter Board of Directors: **3/16/16**

Email: joni_pierce@cable.comcast.com



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[Insert Chapter Name Here]

Whistleblower Policy

1. **Reporting Responsibility.** It is the responsibility of **Pacific Northwest Chapter** volunteer leaders to report violations or suspected violations of the law or **Pacific Northwest Chapter** policy in all operations, including, but not limited to, accounting practices, internal controls and auditing, pursuant to this Whistleblower Policy.
2. **No Retaliation.** No person who in good faith reports a violation shall suffer harassment, relation or adverse consequence. A volunteer leader who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of chapter volunteer leadership. This Whistleblower Policy is intended to encourage and enable volunteer leaders and others to raise serious concerns within the organization prior to seeking resolution outside the organization.
3. **Reporting Violations.** Volunteer leaders should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a chapter president is in the best position to address an area of concern. However, if a volunteer leader is not comfortable speaking with a chapter president or not satisfied with a chapter president's response, the volunteer leader is encouraged to speak with the Vice President (VP) of Membership & Chapter Development at WICT National, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or if a volunteer leader is not satisfied or comfortable with the following organization's open door policy, volunteer leaders should contact the VP of Membership & Chapter Development directly.
4. **VP of Membership & Chapter Development.** The organization's VP of Membership & Chapter Development is responsible for investigating and resolving all reported complaints and allegations and shall advise the chapter advisor concerning such proceedings. If the chapter advisor is being reported, the VP of Membership & Chapter Development is responsible for advising the chapter president and ensuring the right chain of command is followed up to and including the WICT President and CEO.

5. **Acting in Good Faith.** Anyone filing a complaint concerning a violation or suspected violation under this Whistleblower Policy 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 with knowledge that they are false will be viewed as a serious disciplinary offense.

6. **Confidentiality.** Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

7. **Handling of Reported Violations.** The VP of Membership & Chapter Development will notify the sender and acknowledge receipt of the reported violation or suspected violation within a reasonable amount of time. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

My signature below indicates my receipt and understanding of this policy.

	
Signature	Date

Name: Jennifer Fischer

Title: Co-membership

Volunteer Leadership Position:

Chapter: Pacific Northwest Chapter

Email: jennifee_fischer@cable.comcast.com



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**Conflict of Interest Policy Guidance for
Women in Cable Telecommunications (WICT) Chapters
(Effective 1/1/2015)**

Every non-profit organization (including WICT National and each of the Chapters) must adopt a conflict of interest policy to ensure that they are not facilitating excessive personal benefit or self-dealing, as this may result in serious penalties.

To help your chapter remain in compliance with federal regulations that govern nonprofits, WICT National is providing you with the attached template that you may personalize with your chapter's information. The policy encourages volunteer leaders to disclose any information that could be perceived by a reasonable person to be a conflict of interest. Note that your state may also have certain requirements that you may need to incorporate into the policy.

You should review and vote to adopt this policy with your board of directors every year, and each volunteer leader must disclose any potential conflicts and sign where indicated on page 4. The Chapter Treasurer should collect the signed documents and provide them to the Chapter President for review.

Once signatures have been obtained from all volunteer leaders, the Chapter President should sign below and return this form to WICT National. The individual forms with signatures may be scanned and stored electronically or otherwise archived for 3 years.


Signature _____ Date 3/16/16

Name: Joni Pierce

Title: President

Chapter Name: **Pacific Northwest Chapter**

Date shared and adopted by the Chapter Board of Directors: **3/16/16**

Email: joni_pierce@cable.comcast.com



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Pacific Northwest Chapter

Conflict of Interest Policy

1. **Policy Statement.** Each officer, director, and committee or task force member (“volunteer leader”) should avoid both actual and apparent conflicts of interest that would interfere with their ability to discharge their fiduciary responsibilities to **Pacific Northwest Chapter. Pacific Northwest Chapter** encourages its volunteer leaders to follow ethical standards, to be in compliance with all laws, and to avoid any conflict of interest, or appearance of such, including having their titles or affiliation used to publicize personal or company activities, programs, or events (especially those conducted for private profit). Each volunteer leader is required to disclose annually their interests that could give rise to a conflict of interest.

2. **Conflict of Interest Defined.** The term “conflict of interest” includes, but is not limited to, circumstances where a volunteer leader, or a member of his or her immediate family:
 - (a) owns any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to WICT;
 - (b) accepts, agrees to accept or solicits any substantial benefit from a third party on account of that party’s past, present, or future business relationship with WICT;
 - (c) receives any substantial financial benefit from a pending decision of WICT or from an organization or individual being evaluated by WICT; or
 - (d) serves as an officer, director or committee member of any competing organization, i.e., any nonprofit or business enterprise whose purposes, products, and/or services compete with those of WICT.

3. **Disclosure of the Existence of a Conflict.** If any volunteer leader of WICT knows, believes, or has reason to know or believe, that he/she has a conflict of interest or a potential conflict of interest with respect to any transaction involving WICT, any decision of the Board, any decision of a committee or task force, or any action taken by an officer

("transaction"), such person shall inform the Board of the Committee of the existence of such conflict of interest or potential conflict of interest.

4. **Effect of the Existence of a Conflict of Interest.** In the event that it is determined that a conflict of interest exists, and the volunteer leader has made full disclosure of the facts surrounding the conflict, then the Board of Directors shall determine whether the volunteer leader may fully participate in the deliberations and vote on the affected transaction. If the volunteer leader merely discloses the existence of the conflict of interest or potential conflict of interest, yet fails to disclose or is prohibited from disclosing all material facts regarding the conflict, then such volunteer leader shall be prohibited in participating in any manner or form in the deliberations or decisions regarding the affected transaction.

5. **Resignation.** No individual who has an actual conflict of interest shall be required to resign his or her position with **Pacific Northwest Chapter** merely because of the existence of a conflict; however, the remaining members of the Board of Directors may make a fair and full evaluation of all facts pertaining to the conflict of interest to determine its extent. If the remaining members of the Board of Directors make a determination in writing that the nature and extent of the conflict of interest is so substantial and of such a continuing nature that it would be impossible for the volunteer leader to discharge the duties of his or her office with the requisite degree of loyalty and integrity , then the Board of Directors may require the resignation of the volunteer leader who is subject to the conflict of interest or secure removal of the volunteer leader as permitted by law.

DISCLOSURE

I have reviewed the **Pacific Northwest Chapter** Conflict of Interest Policy and agree to be bound by its provisions for the duration of my appointed or elected term. I would like to disclose the following information in support of the policy (e.g., competing organization to which I belong, other organizations that I have financial or proprietary interest that may be affected by my **Pacific Northwest Chapter** service, and so on).

J. Fischer
Signature

3-17-14

Date

Name: *Jennifer Fischer*

Title: *co-membership*

Volunteer Leadership Position:

Chapter: **Pacific Northwest Chapter**

Email: *Jennifer_Fischer@cable.comcast.com*