



Dishonest, Deceptive, Illegal, and Unethical Activities (Whistleblower)

Habitat for Humanity of Greater Nashville recognizes the importance of protecting the agency, its operations, its employees and its assets against financial risks, operational breaches and unethical activities. All employees have a duty to report to their supervisor or Human Resources Director concerns they have or information provided to them about the dishonest, deceptive, illegal, and/or unethical behavior of any employee, officer, director, volunteer, family or any other party with any association of Habitat of Greater Nashville. If the activities directly involve their supervisor or Human Resources Director, the person should report the activities to the President and CEO. If the activities directly involve the President and CEO, the person should report the activities to the Board Chair. You may also report your concerns anonymously by calling the MySafeWorkplace hotline at 1-800-461-9330.

Examples of activities that are dishonest, deceptive, illegal, and/or unethical include, but are not limited to:

- Forgery, alteration, or falsifying checks, bank drafts or any financial data;
- Authorizing or receiving payments for goods not received or services not performed;
- Falsifying time sheets or payroll records;
- Fictitious reporting of receipts from suppliers or shipments to customers;
- Misappropriation of funds;
- Unauthorized use of inventory, furniture, fixtures, etc.;
- Theft or destruction of any property;
- Misrepresentation of information on documents;
- Any violation of Federal, State or local laws related to dishonest activities; and
- Any similar or related activity.