

# Whistleblower & Reporting Policy (1.8)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

## Purpose

The purpose of this Whistleblower & Reporting Policy is to encourage and protect individuals who, in good faith, report concerns regarding illegal, unethical, or unsafe practices within Good Days Adolescent Special Needs Center. This policy ensures a transparent and secure process for reporting concerns without fear of retaliation.

## Section 1: Scope

This policy applies to all staff, administrators, volunteers, contractors, and other individuals associated with Good Days Center. It covers the reporting of suspected misconduct, violations of law or policy, health and safety issues, and unethical or improper behavior.

## Section 2: Reporting Procedures

Any person who becomes aware of misconduct, policy violations, or unethical behavior is encouraged to report it immediately. Reports may be made verbally or in writing and should include as much detail as possible. Reports should be directed to the following individuals, in order of escalation:

1. **The Director** – for general operational, safety, or ethical concerns.
2. **The Chief Financial Officer (CFO)** – for financial irregularities or misuse of funds.
3. **The President/Owner** – for any matters involving senior staff or unresolved issues.

Reports may be submitted anonymously, although providing contact information is encouraged to allow for proper follow-up. All reports will be reviewed promptly, and confidentiality will be maintained to the fullest extent possible.

## Section 3: Non-Retaliation Policy

Good Days Adolescent Special Needs Center strictly prohibits retaliation against any individual who, in good faith, reports a concern or participates in an investigation. Retaliation includes termination, demotion, harassment, or any form of adverse treatment. Any individual who engages in retaliation will be subject to disciplinary action, up to and including termination.

## Section 4: Confidentiality

All reports and investigations will be handled with the highest degree of confidentiality possible. Information will only be shared with those directly involved in addressing or investigating the concern.

## Section 5: Investigation Process

Upon receipt of a report, the Director or appropriate leader will initiate a timely and impartial investigation. If necessary, external advisors or legal counsel may be engaged. Findings will be documented, and corrective actions will be taken if warranted.

### **Section 6: False or Malicious Claims**

Reports made in bad faith, with malicious intent, or knowingly false information are not protected under this policy and may result in disciplinary action.

### **Section 7: Acknowledgment**

All staff and volunteers must acknowledge their understanding of this policy by signing the Policy Acknowledgment Form (E1). Training on this policy will be provided during onboarding and annually thereafter.

Approved: December 2025

Next Review: December 2026