BENCO
Personnel Manual

GENERAL EMPLOYEE COMPLAINTS, CONCERNS AND WHISTLEBLOWER

If an employee witnesses or suspects fraud or unethical behavior from another Benco employee including supervisors and directors, that employee would report those actions to their immediate supervisor. If an employee is uncomfortable reporting to their immediate supervisor the employee can report it to the Residential Director(s), Personnel Director or Executive Director.

Employees are encouraged to communicate with Program Coordinator's or Residential Director(s), Personnel Director or Executive Director on a confidential or anonymous basis, without fear of retribution, concerns related to wrong-doing or violations. Employees may simply mail concerns to the Program Coordinator, Residential Director, Personnel Director or Executive Director if they wish to remain anonymous. The complaint will be investigated until resolved.

If an employee has a complaint about a coworker or supervisor that employee must first try to resolve the situation by talking to the person that they have the complaint with. (Benco will provide a mediator if requested.)

If the employee has talked to the person and feels the situation has not been resolved, that employee should go to their immediate supervisor and try to resolve the situation. (Benco will provide a mediator if requested.)

If the employee has talked to their immediate supervisor and feels the situation has not been resolved, that employee should go to the Residential Director. (Benco will provide a mediator if requested.)

If the employee feels the situation has not been resolved that employee should go to the Personnel Director/Executive Director. The Executive Directors decision is final.

Approved by: Julie Hansen
Julie Hansen, Benco Board President

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