

West Michigan Horticultural Society, Inc.
dba Frederik Meijer Gardens & Sculpture Park

Whistleblower Policy:

Frederik Meijer Gardens & Sculpture Park (Meijer Gardens) requires directors, officers, employees and volunteers (stakeholders) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Meijer Gardens, we must practice honesty and integrity in following the guidelines of our handbook, guiding principles and any and all applicable laws and regulations.

Purpose and Responsibility:

This Whistleblower Policy is intended to encourage and enable stakeholders to raise concerns so that Meijer Gardens can address and correct inappropriate conduct. It is the responsibility of all stakeholders to report concerns about violations of Meijer Gardens' Guiding Principles, its policies and values detailed in the Associate Handbook, and/or applicable laws.

Reporting Procedure:

Any stakeholder filing a written or verbal complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. A violation or suspected violation must be reported to your direct supervisor or chair of your committee, except that if you are not comfortable speaking with your supervisor or are not satisfied with your supervisor's response, you are encouraged to speak with the Director of Human Resources and Volunteers, Vice President of Finance and Administration, President/CEO or the Chair of the Board of Directors. Any supervisor, committee chair, or other manager who receives a complaint or information regarding a violation or suspected violation must immediately forward the information to the Director of Human Resources, Vice President of Finance and Administration, President/CEO or the Chair of the Board of Directors.

Confidentiality, Investigations, and Corrective Action:

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. It is highly likely that to effectively follow up on the complaint, that complete confidentiality will not be entirely possible. All reports will be investigated and the appropriate corrective actions will be taken if warranted by the investigation.

Retaliation:

It is contrary to our values for anyone to retaliate against any stakeholder who in good faith reports a violation or participates in an investigation under this policy. Any stakeholder who retaliates against someone who has reported a violation in good faith or who participates in an investigation under this policy is subject to Meijer Gardens discipline procedures including termination of employment and or volunteer responsibilities. Individuals who believe they have been subjected to any retaliation in violation of this policy should report the concern immediately using the Reporting Procedure outlined above, Such reports will be investigated and addressed in accordance with this Policy.

Approved 9/14/2015