



Canopy Whistleblower Policy

Maintaining high standards of conduct and ethics is important to Canopy. All board members, committee members, and staff are encouraged to report unlawful activity, policy or practice (i.e., to act as a “whistleblower”) pursuant to the procedures set forth in the next section.

How to Report

Board members, committee members, or staff should report any reasonable concern about unlawful activity, policy, or practice, including fraudulent or dishonest use or misuse of Canopy resources or property to the Board Chair and Vice Chair. The names of the persons in these positions and contact information can be found by calling the Canopy office at (650) 964-6110.

Reports should contain enough information to substantiate the concern and allow an appropriate investigation to begin. Reports may be submitted anonymously. Appropriate action will be taken in response to reports. All reports received will be acted upon in confidence when possible given legal requirements and the need to gather facts, conduct an effective investigation, and take necessary corrective action.

Reasonable care will be taken in dealing with suspected misconduct to avoid baseless allegations, premature notice to persons suspected of misconduct, disclosure of suspected misconduct to persons not involved with the investigation, and violations of a person’s rights under the law.

Whistleblower Protection

Canopy will use its best efforts to protect whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law.

Whistleblowers who believe that they have been retaliated against for reporting an activity, policy or practice which that person believes to be unlawful, fraudulent or dishonest may file a written complaint about such retaliation with the Board Chair and Vice Chair. Any complaint of retaliation, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or reduced salary or wages, will be promptly investigated; corrective action will be taken if allegations are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties based on valid performance-related factors, nor is it intended to preclude disciplinary action against individuals who report baseless allegations.

Contact Information

Contact information for the Board Chair and Vice Chair can be found by calling the Canopy office at (650) 964-6110.