

## **HARBOR REGIONAL CENTER Whistleblower Process**

HRC has established a Whistleblower Process to ensure that HRC's Board members, officers, employees, contractors, service providers, clients, families and other key individuals can report good faith suspicion, concerns, or evidence of illegal, unethical, improper or other inappropriate activity without fear of retaliation.

- An “improper regional center activity” means an activity by a regional center or an employee, officer or Board member of a regional center, in the conduct of regional center business, that is in violation of a state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency or inefficiency
- An “improper contractor/service provider activity” means an activity by a contractor/service provider or an employee, officer or Board member of a contractor/service provider, in the provision of HRC funded services, that is in violation of a state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetence or inefficiency.

Violations may be reported to the following contacts at Harbor Regional Center at any time as follows:

- Executive Director, Harbor Regional Center, 21231 Hawthorne Boulevard, Torrance, CA 90503, (310) 543-0630 – [patrick.ruppe@harborrc.org](mailto:patrick.ruppe@harborrc.org) or
- Compliance Officer, Harbor Regional Center, 21231 Hawthorne Boulevard, Torrance, CA 90503, (310) 543-0602 – [judy.wada@harborrc.org](mailto:judy.wada@harborrc.org)

Violations may be reported to the President of the Harbor Regional Center Board at any time as follows:

- By letter directed to HRC Board President, c/o Jennifer Lauro, Board Assistant, 21231 Hawthorne Boulevard, Torrance, CA 90503
- By email at [boardpresident@harborrc.org](mailto:boardpresident@harborrc.org)

Anyone filing a complaint concerning a violation or suspected violation should be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Violations or suspected violations may be submitted on a confidential basis or may be submitted anonymously. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law to ensure client health or safety or to provide accused individuals their legal rights of defense.

The HRC Compliance Officer or other recipient of the report of violation will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.