



Whistleblower Policy

Adopted October 01, 2024

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Purpose

The purpose of the Whistleblower Policy is to establish standard processes for reporting complaints.

Applicability

1. Board of Directors
2. Officers
3. Employees

Policy

Directors, officers, and employees shall observe high standards of business and personal ethics in the conduct of their duties and responsibilities. If any employee or volunteer of the TLC reasonably believes that some business policy, practice, or activity of the TLC is in violation of law, a written complaint may be filed by the person with the Chair of the Board of Directors. If the complaint is about the Chair of the Board of Directors, the complaint should be filed with the Vice Chair of the Board of Directors.

Anti-Retaliation

TLC will not retaliate against an employee who, in good faith, has made a protest or raised a complaint, based on a reasonable belief that the practice is a violation of law.

Investigation

Complaints will be investigated by the Chair of the Board of Directors. Complaints against the Chair shall be investigated by the Vice Chair. Complaints against a Director shall be brought to the Board of Directors with said Director not participating in the vote or discussion.