



## Whistleblower Policy

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## About

### Purpose

The purpose of the Whistleblower Policy is to establish standard processes for:

1. Establish a process for reporting questionable accounting or audit matters
2. The receipt, retention, and treatments of complaints received by the organization regarding accounting, internal controls, or auditing matters
3. The protection of directors, volunteers, and staff reporting concerns from retaliatory actions

### Authority

The Board of Directors possess the ultimate authority to approve, modify, revoke, or suspend these policies.

The President is responsible for overseeing and implementing these policies.

### Applicability

This policy is applicable to the following positions

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Board Members
6. Committee Member

7. Officers
8. Staff
9. Volunteers

## Reporting

### Reporting Responsibility

Directors, officers, and employees shall observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Each position listed under the Applicability Section and volunteers of the organization has an obligation to report in accordance with the Whistleblower Policy

1. Questionable or improper accounting or auditing matters
2. Actions and suspected violations of the organization's Code of Ethics

### Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Code of Ethics. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense. It may also result in disciplinary action up to and including dismissal from the volunteer position or termination. Such conduct may also give rise to other actions including civil lawsuits.

### Reporting Process

All reports shall be made to the President regarding directors, officers, staff, and volunteers. The President shall be responsible for investigating. The President may issue disciplinary action for staff and volunteers. The President shall make appropriate recommendations to the Board of Directors regarding complaints against directors and officers.

Reports against the President shall be made to the Vice President. The Vice President shall be responsible for investigation and making recommendations to the Board of Directors.

## Protections

### Confidentiality

Reports of concerns and investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports or concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in disciplinary action up to and including termination. Such conduct may also give rise to other actions including civil lawsuits.

## Anti-Retaliation

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