

## Whistleblower Policy for Non-Profit Organizations

### 1. Purpose

The purpose of this policy is to establish guidelines and procedures for reporting and addressing concerns or complaints regarding illegal activities, unethical behavior, or violations of organizational policies within our non-profit organization. This policy aims to create a safe and confidential environment for individuals to report such concerns, ensuring that they are protected from retaliation.

### 2. Definition

A whistleblower is an individual who reports concerns or complaints about illegal activities, unethical behavior, or violations of organizational policies within the organization. Whistleblowers play a crucial role in promoting transparency, accountability, and integrity within the organization.

### 3. Reporting Process

- a. Reporting Channels: The organization will establish multiple reporting channels to ensure that whistleblowers have various options for reporting their concerns. These channels may include direct reporting to a designated person or department, a dedicated email address, or a confidential hotline.
- b. Confidentiality: The organization will make every effort to maintain the confidentiality of the whistleblower's identity, to the extent permitted by law. Whistleblowers may choose to remain anonymous, and their identity will be protected throughout the investigation process.
- c. Protection from Retaliation: The organization prohibits retaliation against whistleblowers. Any individual who retaliates against a whistleblower will be subject to disciplinary action, up to and including termination of employment or membership.
- d. False Reports: The organization takes false reports seriously. Individuals who knowingly make false reports may be subject to disciplinary action, up to and including termination of employment or membership.

### 4. Investigation Process

- a. Initial Assessment: Upon receiving a whistleblower report, the organization will conduct an initial assessment to determine the credibility and seriousness of the allegations. If the allegations are deemed credible and serious, an investigation will be initiated.
- b. Investigation Team: The organization will appoint an investigation team, consisting of individuals who are impartial and have the necessary expertise to conduct a thorough investigation. The investigation team may include internal staff or external professionals.
- c. Investigation Process: The investigation team will conduct a fair and objective investigation, following established procedures and guidelines. The whistleblower will be kept informed of the progress and outcome of the investigation to the extent permitted by law.

d. Corrective Actions: If the investigation substantiates the allegations, appropriate corrective actions will be taken, which may include disciplinary action, policy changes, or other measures to address the issue and prevent future occurrences.

#### 5. Non-Retaliation

The organization is committed to protecting whistleblowers from retaliation. Any individual who retaliates against a whistleblower will be subject to disciplinary action, up to and including termination of employment or membership. The organization will also take steps to prevent and address any potential retaliation.

#### 6. Review

This whistleblower policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions or updates will be made accordingly.

#### 7. Approval

This policy requires approval from the board of directors or executive committee before implementation. Any changes to the policy must also be approved by the board or executive committee.