



## **Whistleblower Policy**

The Warren Family Mission is committed to lawful and ethical behavior in all its activities and requires directors, officers, and employees to act in accordance with applicable laws, regulations, and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities.

The Organization encourages its directors, officers, and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any employee, officer, or director who reasonably believes that some policy, practice, or activity of the Organization is in violation of law or Warren Family Mission policy should file a complaint with Executive Director. If the reporting individual is not comfortable speaking with or not satisfied with the response of the Executive Director, the issue may be reported to any member of the Board of Directors. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

No director, officer or employee who makes a good faith report under this Whistleblower Policy or who cooperates in inquiries or investigations shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees, officers, and directors and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Any director, officer or employee who believes that he or she has been subjected to any form of retaliation because of making a good faith report under this Whistleblower Policy should immediately report the retaliation to the Executive Director.

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing.

Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.