



Whistleblower Protection Policy

Statement of Purpose

In keeping with the policy of maintaining the highest standards of conduct and ethics, Every Nonprofit will investigate any suspected fraudulent or dishonest use or misuse of Every Nonprofit's resources or property by staff, board members, consultants, or volunteers. Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct pursuant to the procedures set forth below.

No Retaliation

No person, who in good faith reports a concern, 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 and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to his or her supervisor or, if suspected by a volunteer, to the staff member supporting the volunteer's work. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor or staff member supporting the volunteer's work, the person may report the concerns directly to the chief executive or board of directors. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Acting in Good Faith

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

My signature below indicates my comprehension and agreement with the above policy.

Signature

Date



WHISTLEBLOWER POLICY

COMPASSPOINT

If any employee reasonably believes that some policy, practice, or activity of CompassPoint is in violation of law, a written complaint may be filed by that employee with the Chief Executive Officer.

It is the intent of CompassPoint to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of CompassPoint and provides CompassPoint with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

CompassPoint will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of CompassPoint, or of another individual or entity with whom CompassPoint had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

CompassPoint will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of CompassPoint that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.



My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Employee Signature

Date

California law requires the Notice below to be posted at the workplace. The Whistleblower Policy extends beyond the law by encouraging complaints of law violations as well as by prohibiting retaliation.

CALIFORNIA'S WHISTLEBLOWER LAW

California law requires that all employers display a posting in lettering larger than 14-point type describing employees' rights and responsibilities under the whistleblower laws. The text below is printed in 15-point type.

- **An employee is entitled to disclose information to a government or law enforcement agency where the employee has a reasonable cause to believe that the information discloses a violation of state or federal statute, rule, or regulation.**
- **An employer may not adopt or enforce any rule or policy preventing an employee from disclosing such information.**
- **An employer may not retaliate against an employee for refusing to comply with any such policy.**
- **An employer may not retaliate against an employee for exercising his or her rights of disclosure.**
- **Any employer who violates this law may be penalized by a civil penalty up to \$10,000 for each violation.**

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¹ CompassPoint is pleased to share with the nonprofit community some of their key governance documents. They invite you to adapt this document for your own use; please note that these materials are provided for informational purposes only and do not constitute legal advice.

For more information, or more governance and financial documents, visit their website at www.compasspoint.org.