

Whistleblower policy

Purpose

The purpose of this policy is to provide all board members and staff with guidelines for the reporting of unethical or illegal behavior by Clear Fund board members, staff, vendors, professional service providers, or affiliated organizations.

Policy

The Clear Fund is committed to lawful and ethical behavior in all of its activities and requires its board members, staff, vendors, professional service providers, and all those from affiliated organizations ("Clear Fund persons") to conduct themselves in a manner that complies with all applicable laws and regulations. The Clear Fund further requires all directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. If at any time a Clear Fund person has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by the Clear Fund or any Clear Fund person, or believes that action needs to be taken for the Clear Fund to be in compliance with law or appropriate ethical standards, the Clear Fund person should promptly advise the Executive Director. If management is unresponsive, if the complainant believes management will be unresponsive, or if management is itself the subject of the concern, the Clear Fund person should contact the President or Vice-President of the Board to report his or her concerns.

It is the responsibility of Clear Fund Persons to report violations or suspected violations in accordance with this Whistleblower Policy.

Every effort will be made to investigate a report by a Clear Fund person as discreetly as possible. Due to needs that might arise while investigating the report, correcting a problem, or preventing future problems, the Clear Fund cannot guarantee complete confidentiality. All reports will be promptly investigated and appropriate corrective action will be taken where warranted.

No director, officer or employee who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment consequences. 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 Clear Fund prior to seeking resolution outside of the agency.

ACKNOWLEDGMENT OF RECEIPT

RE: WHISTLEBLOWER POLICY

I _____ (**print full name**) hereby acknowledge the receipt of the **Clear Fund Whistleblower Policy** and realize that it is my responsibility to read it in detail so that I clearly understand the material.

Employee's Signature

Date

Employee's Name Printed