



Julie Rogers “Gift of Life” PROGRAM

The Julie Rogers “Gift of Life” Program (Gift of Life) Board of Directors adopts the following policy, approves its inclusion in the organization's employee handbook, and directs the Executive Director to ensure that the policy is (1) provided to all employees and volunteers, and (2) included in new employee orientation as well as ongoing training programs for employees and volunteers.

Whistleblower Policy

As set forth in its Code of Ethics, Gift of Life is committed to compliance with all applicable laws, regulations, and international conventions in all of its activities. Gift of Life requires lawful and ethical behavior of its directors, officers, employees, and volunteers, and expects high standards of business and personal ethics in the fulfillment of their duties and responsibilities.

Reporting. The purpose of this policy is to support the organization's goal of legal compliance. Gift of Life encourages its directors, officers, employees, and volunteers to share their questions, concerns, suggestions, or complaints with someone who can address them properly. It is the responsibility of all directors, officers, and employees to report legal or ethics violations.

The Gift of Life encourages complaints, reports or inquiries into activities conducted by the organization or any of its representatives that may violate the Gift of Life code of ethics.

If any individual reasonably believes that a policy, practice, or activity of the organization is in violation of the law, public policy, or Gift of Life's Code of Ethics, that individual will be protected from retaliation if he or she reports the alleged policy, practice, or activity to the Executive Director and provides the Executive Director with reasonable opportunity to investigate and correct the alleged unlawful activity. If the reporting individual is uncomfortable speaking with or not satisfied with the response of the Executive Director, the issue may be reported to any member of the Executive Committee. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the parameters of an adequate investigation.

Retaliation. No director, officer, employee, or volunteer who makes a good faith report under this policy (or who cooperates in inquiries or investigations) shall suffer harassment, retaliation, or adverse employment consequence. Any employee or volunteer who retaliates against an individual who has reported a violation in good faith is subject to discipline up to and including termination.

Acting in Good Faith. To be protected by this policy, individuals who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents a valid policy or legal violation. Unsubstantiated allegations or reports that prove to have been made falsely or maliciously will be viewed as a serious disciplinary offense. It may also result in dismissal from a volunteer position or from employment.

Acknowledgment. My signature below indicates my acknowledgment of receipt and understanding of this policy. In addition, I verify that I have been given the opportunity to ask questions about the policy.

Employee Signature and Date