

## **Assistance League® of Salt Lake City**

### **Whistleblower Protection Policy**

The Code of Ethics adopted by Assistance League requires all members, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Members, volunteers and employees of Assistance League shall practice honesty and integrity in fulfilling responsibilities and comply with all applicable federal and state laws and regulations. Set forth below is Assistance League's policy with respect to reporting good-faith concerns about the legality or propriety of actions or plans of the organization, its officers, members, volunteers or employees.

It is the responsibility of all officers, members, volunteers, and employees to comply with Assistance League of Salt Lake City's Code of Ethics and applicable federal and state law and to report violations or suspected violations in accordance with this Whistleblower Protection Policy.

Assistance League shall treat all communications under this policy in a confidential manner, except to the extent necessary to conduct a fair investigation, or for review of Assistance League operations by independent public accountants, and legal counsel.

Assistance League shall not permit any negative or adverse actions to be taken against any individual involved in the investigation of a reported violation as a result of making a good-faith report of a possible violation of its Code of Ethics or applicable federal and state law, even if the report is mistaken. Retaliation in any form shall not be tolerated. Any act of alleged retaliation shall be reported immediately and shall be promptly investigated. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership, volunteer status or employment. This Whistleblower Protection Policy is intended to encourage and enable members, volunteers, employees, and others to raise serious concerns within Assistance League prior to seeking resolution outside the organization.

Any individual may contact the President or President-Elect of Assistance League to report suspected violations of the Code of Ethics, or of applicable federal and state law, other wrongdoing or alleged retaliation. A report may be made anonymously but should contain sufficient information to conduct an investigation including, but not limited to, what occurred, where and when a violation(s) occurred, and who was involved.

I certify that I have received the Whistleblower Protection Policy and that I understand the Policy.

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Signature

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Date

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Print Name