

# **Amendment XIII to Crafts for Charity Inc** **Bylaws: Codes of Ethics and** **Whistleblower Policy**

## **AMEND Article XII, Section 12.01**

### **Current:**

"Crafts for Charity Inc requires their directors and employees to observe and practice high standards of business and ethics while fulfilling their duties. The employees and representatives must be honest when fulfilling their responsibilities and comply with all laws and regulations. Crafts for Charity Inc intends to follow all applicable laws and regulations, and the purpose of this policy is to ensure Crafts for Charity Inc's legal compliance."

### **New:**

"Crafts for Charity Inc requires its directors, volunteers, and employees to observe and practice high standards of business and ethics while fulfilling their duties. The employees, volunteers, and representatives must be honest when fulfilling their responsibilities and comply with all laws and regulations. Crafts for Charity Inc intends to follow all applicable laws and regulations, and the purpose of this policy is to ensure Crafts for Charity Inc's legal compliance."

## **AMEND Article XII, Section 12.02**

### **Current:**

"If any director, staff, or employee believes that some policy, practice, or activity of Craft for Charity Inc is in violation of the law, a written complaint must be filed by that person with the president or vice president."

### **New:**

"If any director, staff, volunteer, or employee believes that some policy, practice, or activity of Craft for Charity Inc is in violation of the law, a written complaint must be filed by that person with the President or Secretary."

## **AMEND Article XII, Section 12.04**

### **Current:**

"The aforementioned person is only protected from retaliation if they bring the allegedly unlawful practice, policy, or activity to Crafts for Charity Inc and gives them a reasonable opportunity to look into and correct it. The protection described below only applies to those who comply with this agreement.

Crafts for Charity Inc will not retaliate against any officer, director, staff, or employee who has reasonably protested against or made a complaint about a practice of Crafts for Charity Inc or a business partner of Crafts for Charity Inc in good faith.

Crafts for Charity Inc will not retaliate against any officer, employee, staff, or director who discloses or threatens to disclose any activity, policy, or practice of Crafts for Charity Inc that they reasonably think violates a law, regulation, or public policy to the public or supervisors."

### **New:**

"The aforementioned person is only protected from retaliation if they bring the allegedly unlawful practice, policy, or activity to Crafts for Charity Inc and give them a reasonable opportunity to look into and correct it. The protection described below only applies to those who comply with this agreement.

Crafts for Charity Inc will not retaliate against any officer, director, staff, volunteer, or employee who has reasonably protested against or made a complaint about a practice of Crafts for Charity Inc or a business partner of Crafts for Charity Inc in good faith.

Crafts for Charity Inc will not retaliate against any officer, employee, staff, volunteer, or director who discloses or threatens to disclose any activity, policy, or practice of Crafts for Charity Inc that they reasonably think violates a law, regulation, or public policy to the public or supervisors."

## **AMEND Article XII, Section 12.06**

### **Current:**

"The board president or vice president will notify the sender and acknowledge the receipt of the reported violation within 4 business days. All reports should immediately be investigated by the board and appropriate corrective action will be taken if necessary.

This policy shall be made available to all directors, officers, staff or employees and they shall have the opportunity to ask questions about the policy."

### **New:**

"The Board President or Secretary will notify the sender and acknowledge the receipt of the reported violation within 4 business days. All reports should immediately be investigated by the board and appropriate corrective action will be taken if necessary.

This policy shall be made available to all directors, officers, staff, volunteers, or employees and they shall have the opportunity to ask questions about the policy."

Approved by the Board of Directors on the 4th of August, 2021

Approve: 3, Reject: 0, Abstain: 0, Absent: 1



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Victoria Tsai, President - Crafts for Charity Inc



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Lucy Wang, Secretary - Crafts for Charity Inc