## WHISTLEBLOWER POLICY

As set forth in its Code of Ethics, Kingdom Cares International is committed to compliance with all applicable laws and regulations of its activities. Kingdom Cares International requires lawful and ethical behavior of its trustees, officers, and employees 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. Kingdom Cares International encourages its trustees, 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.

If any individual reasonably believes that a policy, practice, or activity of the organization is in violation of the law, public policy, or Kingdom Cares International'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, President, Secretary of the Board, or Vice President of the Board 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 foregoing individuals, the issue may be reported to any member of the board of directors. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the parameters of an adequate investigation.

## Retaliation

No trustee, 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.