

# Operation Healing Forces Whistleblower Protection Policy

## Policy

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### **PURPOSE**

Operation Healing Forces requires directors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Operation Healing Forces, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **REPORTING RESPONSIBILITY**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Operation Healing Forces can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees and volunteers to report concerns about violations of the Operation Healing Forces code of ethics or suspected violations of law or regulations that govern Operation Healing Forces operations.

### **NO RETALIATION**

It is contrary to the values of Operation Healing Forces for anyone to retaliate against any board member, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Operation Healing Forces. 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.

### **REPORTING PROCEDURE**

Operation Healing Forces has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the Executive Director. If you are not comfortable speaking with the Executive Director or you are not satisfied with the response, you are encouraged to speak with a board member.

### **REPORTING**

The Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director

will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

### **ACCOUNTING AND AUDITING MATTERS**

The Operation Healing Forces Executive Director shall immediately notify the Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Treasurer until the matter is resolved.

### **ACTING IN GOOD FAITH**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **CONFIDENTIALITY**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **HANDLING OF REPORTED VIOLATIONS**

The Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.