

Durfee Foundation Whistleblower Policy

The Durfee Foundation's accounting policy requires Trustees and employees to maintain high standards of ethical conduct at all times. As representatives of the Foundation, Trustees and employees must practice honesty and integrity in fulfilling their responsibilities and complying with all applicable laws and regulations.

It is the responsibility of all Trustees and employees to comply with Durfee Foundation accounting policy and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Trustee or employee who in good faith reports a violation of accounting policy shall receive harassment, retaliation, or adverse employment consequence. A Trustee or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment for an employee and removal from the Board of Trustees for a Trustee. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Foundation before seeking resolution outside the Foundation.

Should an employee become aware of or suspect any violation of accounting policy, he/she is encouraged to speak with his/her supervisor. If the employee is not comfortable speaking with his/her supervisor or is not satisfied with his/her supervisor's response, he/she should speak with the Board Chair.

All reported and investigated violations and any concerns or complaints regarding this Whistleblower Policy or any other Foundation accounting policy or practice should be reported to the Board of Trustees' Executive Committee. The Executive Committee will work with executive staff until any violation, concern, or complaint has been resolved.

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

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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.

Certification and Acknowledgement

I have read, understand and agree to abide by the Foundation's Whistleblower Policy.

Printed Name: _____

Signature: _____

Date: _____