

## **Rotary First Harvest**

### **Policy Statement: Whistleblower Policy**

Rotary First Harvest is committed to integrity, accountability, and financial stewardship in all its business practices, as well as the personal and professional conduct of its Board of Directors, employees and associates. It is the responsibility of all Board Directors, employees and associates to report violations or suspected violations of this code of conduct. Violations or suspected violations may be submitted on a confidential basis by the complainant 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. Any Board Director, employee or associate who has knowledge of, suspects, or has any concerns about the possibility of illegal activity, fraud, or dishonesty of any kind is encouraged to report these issues to:

RFH Executive Director, David Bobanick, at 206.236.0408  
RFH Board President 2017-18, Lisa Mayfield, at 206.456.5155  
RFH Board President Elect (2018-2019), James Tanasse at 206.954.8499

The claim will be investigated promptly, thoroughly, and as confidentially as possible by RFH.

No one who makes a complaint in good faith will suffer any adverse consequences or retaliation for making a claim, even if the claim cannot be substantiated by an investigation. This protection includes adverse actions such as reduction in pay, work assignments, schedule changes, denial of a promotion, termination of employment, harassment or discrimination of any kind. This right of protection against retaliation does not include immunity for any personal wrongdoing associated with the claim.

Any complaint involving retaliation for a claim made in good faith should be reported as described above. The complaint will be investigated immediately and thoroughly. If the claim is substantiated, corrective action will be taken, up to and including termination of employment. Anyone who knowingly and maliciously makes a false claim will be subject to serious corrective action, up to and including termination of employment.

The Executive / Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding RFH accounting practices, internal controls or auditing. The Executive Director shall immediately notify the Executive / Audit Committee of any such complaint and will work with the Committee until the matter is resolved.

RFH's commitment to this code of conduct is based on an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, employees who are not comfortable speaking with their supervisor or are not satisfied with their supervisor's response, are encouraged to speak to the Board President.

6/20/2017