

## **Whistleblower Protection Policy of Children's Aid Club**

Children's Aid Club ("CAC") requires directors, officers and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of CAC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting:** This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns internally so that CAC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers and volunteers to report concerns about violations of CAC's code of ethics or suspected violations of law or regulations that govern CAC's operations.

**No Retaliation:** It is contrary to the values of CAC for anyone to retaliate against any board member, officer, 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 CAC. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from CAC.

**Reporting Procedure:** CAC has an open-door policy and suggests that members share their questions, concerns, suggestions or complaints with the Membership Chair. If you are not satisfied with her response, you are encouraged to speak with the President or Vice President. Any one of the above individuals are required to report complaints or concerns about suspected ethical and legal violations in writing to the CAC's Board or a designated committee comprised of three Board members, who has the responsibility to investigate all reported complaints. The Membership Chair will advise the Board of all complaints and their resolution and will report at least annually to the Treasurer compliance activity relating to accounting or alleged financial improprieties.

**Accounting and Auditing Matters:** CAC shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee 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 and may result in loss of membership.

**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 Membership Chair 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.

Approved by the Board on March 12, 2024 and by the membership on March 20, 2024.

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Laura Balistreri-Ahmed, Secretary