

Whistleblower Policy

It's A Pawsitive Life

It's A Pawsitive Life requires directors, officers and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As volunteers and representatives of the **It's A Pawsitive Life**, 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 **It's A Pawsitive Life** can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of **It's A Pawsitive Life's** code of ethics or suspected violations of law or regulations that govern **It's A Pawsitive Life's** operations.

No Retaliation

It is contrary to the values of **It's A Pawsitive Life** 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 **It's A Pawsitive Life**. A volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of volunteerism within the organization.

Reporting Procedure

It's A Pawsitive Life has an open-door policy and suggests that volunteers share their questions, concerns, suggestions or complaints with board members. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the **It's A Pawsitive Life's** board who has the responsibility to investigate all reported complaints. Volunteers with concerns or complaints may also submit their concerns in writing directly to the board via email.

Board Members to report to:

Jennifer Wilson

Allison Sikorski

Susan Hoover

Email: itsapawsitivelife@gmail.com

Board Member

It's A Pawsitive Life's board members are responsible for ensuring that all complaints about unethical or illegal conduct are investigated and 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 violation and can lead to termination of volunteerism from organization.

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 **It's A Pawsitive Life's** Board Members 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. Compliance Officer:

Note: The Compliance Officer may be a board member, the Executive Director, or a third party designated by the organization to receive, investigate, and respond to complaints.