



# WHISTLEBLOWER PROTECTION POLICY

*Policy approved by the Board of Directors on August 13<sup>th</sup>, 2022.*

The Cat Action Team (CAT) requires its board members, directors, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. CAT is committed to achieving the highest possible standards of service to the animals, CAT's board and volunteers, and the public. As representatives of CAT, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## **Reporting Responsibility**

The Whistleblower Policy is intended to provide an avenue to enable volunteers and others to raise serious concerns internally so that CAT can address and correct inappropriate conduct and actions. It is the responsibility of all board members and volunteers to report concerns about violations to CAT's code of ethics or suspected violations of law or regulations that govern CAT's operations.

## **No Retaliation**

It is contrary to the values of CAT 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 complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of CAT. Any board member, employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to termination of his/her connection with the CAT organization.

## **Reporting Procedure**

CAT has an open-door policy and suggests that volunteers share their questions, concerns, suggestions, or complaints with the Board of Directors, one of the Board members, or the CAT Compliance Officer.

## **Compliance Officer**

The CAT Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Financial & Tax Compliance Committee on compliance activity relating to accounting or alleged financial improprieties.

## **Accounting and Auditing Matters**

The CAT Compliance Officer shall immediately notify the Financial & Tax Compliance Committee of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### **Cat Action Team**



### **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 is true. 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 offense and is subject to termination of his/her connection with the CAT organization.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential or anonymous basis. Complaints and its resolution will be reflected in the Board Meeting minutes.

**Cat Action Team**

P.O. Box 7722 · Charlottesville, Virginia 22906  
434-738-2228 · [catactionteamva@gmail.com](mailto:catactionteamva@gmail.com) · [www.CatActionTeam.org](http://www.CatActionTeam.org)