

Boxes of Basics Whistleblower Policy

1. Purpose Boxes of Basics is committed to maintaining the highest standards of integrity and accountability in all its operations. This Whistleblower Policy is designed to encourage and enable employees, volunteers, board members, and other stakeholders to report concerns about illegal, unethical, or improper conduct without fear of retaliation.

2. Scope This policy applies to all employees, volunteers, board members, contractors, and any other individuals associated with Boxes of Basics.

3. Reportable Conduct Examples of concerns that should be reported under this policy include, but are not limited to:

- Fraud, theft, or financial misconduct
- Violation of laws or regulations
- Unsafe work conditions
- Discrimination or harassment
- Conflicts of interest
- Misuse of organizational resources

4. Reporting Mechanisms Reports can be made through any of the following channels:

- **Direct Supervisor:** Employees and volunteers should report concerns to their immediate supervisor if comfortable doing so.
- **Board of Directors:** If reporting to a supervisor is not feasible or concerns involve leadership, reports can be directed to a member of the Board of Directors.
- **Anonymous Reporting:** Individuals may submit anonymous concerns via a designated email or secure reporting system, as established by Boxes of Basics.

5. Protection from Retaliation Boxes of Basics strictly prohibits retaliation against anyone who, in good faith, reports a concern or participates in an investigation. Retaliation may include termination, demotion, harassment, or other adverse actions. Any individual found to have engaged in retaliation will be subject to disciplinary action.

6. Investigation and Resolution

- All reports will be treated seriously and investigated promptly.
- Investigations will be conducted in a fair and impartial manner.
- Confidentiality will be maintained to the extent possible.
- Findings will be reviewed by appropriate leadership, and corrective actions will be taken as necessary.

7. False Reports Any individual who knowingly submits a false report or provides misleading information may be subject to disciplinary action.

8. Policy Review and Updates This policy will be reviewed annually by the Board of Directors and updated as needed to ensure continued effectiveness and compliance with applicable laws.

For any questions regarding this policy, please contact the Board of Directors at Boxes of Basics.