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Pet Adoption League

Whistleblower Policy

Approved 10/1/2025

Pet Adoption League of Gem County (PAL) is committed to high standards of ethical, moral and legal business conduct. This Whistleblower Policy aims to provide members of PAL's Board of Directors (Board), Advisory Council and its Board Committees with an avenue to raise good faith, credible concerns regarding suspected violations of law or PAL policy, to facilitate inquiry, and to protect individuals who take such action from retaliation by any other director, officer, employee, advisor, agent or representative of PAL.

PAL encourages the members of its Board, its Advisory Council and its Board Committees to report suspected violations of the law, to identify potential violations of PAL policy and procedures, and to provide truthful information in connection with any official inquiry or investigation. PAL prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other forms of retaliation, against anyone who raises a suspected violation or who cooperates in any investigation. Any Board member or any member of PAL's Advisory Council and/or Board Committees who engages in any form of retaliation, or who makes an allegation in bad faith, may be subject to discipline, up to and including removal from the Board, Advisory Council, or Board Committee, as applicable.

Procedure: If a member of the Board, the Advisory Council, or Board Committee suspects a violation, that person should immediately report the suspected violation to the Board President. If the suspected violation involves the Board President, the violation should be reported to a majority of the other Board members.

Reported or suspected violations of law or PAL policy will be promptly and thoroughly investigated in a manner intended to protect the confidentiality of those involved to the extent practicable and reasonable. Following an investigation, PAL will promptly take any appropriate action. The Board President (or another person designated by a majority of the other members of the Board if the suspected violation involves the Board President) will oversee any such investigation and may request assistance from the Executive Director, outside legal counsel or other outside parties as deemed necessary. Any reports of suspected accounting or financial violations will be referred to the Finance Committee for review. The Board President (or other person designated by the Board or the Finance Committee) will prepare a report of the findings of the investigation and submit the report to the full Board for review.

Anyone who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or PAL policy or cooperating in an investigation should immediately report the incident to the Board President (or other person designated by the Board to oversee an investigation involving the Board President).

ACKNOWLEDGEMENT

I have read this Whistleblower Policy. My signature below is my acknowledgement that I have received and reviewed this policy and agree to abide by its terms.

Printed Name: _____

Signature: _____ Date: _____