



Travellers Rest Farm Sanctuary
501(c)3 Non-Profit ~ EIN: 83-4531103
Hughesville, Md 20637
Email: TRFSanctuary@gmail.com
Phone: (301) 922-7029

Website: <http://travellersrestfarmsanctuary.org>
GuideStar: <https://www.guidestar.org/profile/83-4531103>
FaceBook: <https://www.facebook.com/trfsanctuary>
Instagram: <https://www.instagram.com/trfsanctuary>



Whistleblower Policy

Policy approved by the Board of Directors on 6/30/2019

Travellers Rest Farm Sanctuary (TRFS) requires Volunteers, Board Members, and Executive Leadership (“Members”) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of TRFS, 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 representatives and others to raise serious concerns internally so that TRFS can address and correct inappropriate conduct and actions. It is the responsibility of all Members to report concerns about violations of TRFS’s code of ethics or suspected violations of law or regulations that govern TRFS’s operations.

No Retaliation

It is contrary to the values of TRFS for anyone to retaliate against any Member 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 TRFS. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination.

Reporting Procedure

TRFS has an open-door policy and suggests that volunteers share their questions, concerns, suggestions or complaints with any member of the Board of Directors. All individuals are required to report complaints or concerns about suspected ethical and legal violations in writing to the TRFS’s Executive Director or Board Chair, who has the responsibility to investigate all reported complaints. The TRFS’s Executive Director and/or Board Chair is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director and/or Board Chair will advise the Board of Directors of all complaints and their resolution, and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The TRFS Treasurer shall be immediately notified of any concerns or complaint regarding corporate accounting practices, internal controls or auditing; and resolve the issue in a timely manner.

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.

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 best extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The TRFS's Executive Director and/or Board 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.

Revision of the Code

This code of ethics will be reviewed periodically and revised as the BOD sees a need.