

WHISTLEBLOWER POLICY
Assistance League® of Capistrano Valley

Introduction

The Code of Ethics adopted by Assistance League of Capistrano Valley requires all members and volunteers (include employees if applicable) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and volunteers of Assistance League, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Set forth below is Assistance League's policy with respect to reporting good-faith concerns about the legality or propriety of actions or plans of Assistance League or of its board members, members or volunteers.

Reporting of Concerns or Complaints

It is the responsibility of all board members, members and volunteers to comply with Assistance League of Capistrano Valley's Code of Ethics and applicable law and to report violations or suspected violations in accordance with this Whistleblower Policy.

Confidentiality

Assistance League of Capistrano Valley will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a fair investigation, or 2) for review of Assistance League operations, independent public accountants, and legal counsel.

Retaliation

Assistance League of Capistrano Valley will not permit any negative or adverse actions to be taken against any employee or individual for making a good-faith report of a possible violation of its Code of Ethics or applicable law, even if the report is mistaken, or against any individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of volunteer status (or employment). This Whistleblower Policy is intended to encourage and enable members, volunteers, (employees) and others to raise serious concerns within Assistance League prior to seeking resolution outside the organization.

To Report Concerns or Complaints

Any individual may communicate suspected violations of the Code of Ethics, applicable law, or other wrongdoing or alleged retaliation by contacting either the President or another board member of Assistance League of Capistrano Valley. It is not necessary that you give your name or position in any notification. Whether or not you identify yourself, for a proper investigation to be conducted, please provide Assistance League with as much information as you can, sufficient to do a proper investigation, including where and when the incident occurred, names and titles of the individuals involved, and as much other detail as you can provide.

Questions

If you have any questions regarding this policy, please contact the President of Assistance League of Capistrano Valley.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Member Signature

Date

Printed Name