



## **Whistleblower Protection Policy**

Camp Aranzazu requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Camp Aranzazu, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Camp Aranzazu can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of law, or a rule, or regulation mandated pursuant to law or is violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment, or ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud.

Camp Aranzazu will not retaliate against a director, officer and employee who, in good faith, has made a protest or raised a complaint against some practice of Camp Aranzazu, or of another individual or entity with whom Camp Aranzazu had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Camp Aranzazu has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor, or President, or Board Member. Violations or suspected violations may be submitted on a confidential basis. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. 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.

The President or Board Member 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.