

Parma Animal Shelter Whistleblower Policy

Purpose: Parma Animal Shelter is committed to upholding high standards of business and personal ethics among its volunteers. Volunteers are expected to comply with all applicable laws and regulatory requirements. The purpose of this Whistleblower Policy is to provide a mechanism for volunteers to report concerns, complaints, or violations within the organization.

Reporting Responsibility: Parma Animal Shelter encourages an "Open Door Policy" and urges volunteers to share their questions, concerns, suggestions, or complaints with the appropriate authority. In most cases, volunteers should address their concerns with the President of the Board. If a volunteer is not comfortable with the President's response, they may approach any Board member or contact Parma Animal Shelter's outside legal counsel.

No Retaliation: Volunteers reporting violations in good faith shall not face harassment, retaliation, or adverse consequences. Retaliation against those who report violations is strictly prohibited and may result in disciplinary action, including termination of membership. The Whistleblower Policy aims to create an environment that encourages individuals to raise concerns internally before seeking external resolution.

Compliance Officer: The Board of Trustees, serving on the Incident Review Board, will act as Compliance Officers. They are responsible for investigating and resolving volunteer complaints and allegations related to policy and code of conduct violations.

Accounting and Auditing Matters: The Finance Committee of the Board of Directors will address concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer will promptly notify the Finance Committee of any such complaint and collaborate until resolution.

Requirement of Good Faith: Individuals filing a complaint must act in good faith and have reasonable grounds to believe that the disclosed information

indicates a violation. Malicious or knowingly false allegations will be considered a serious disciplinary offense.

Confidentiality: Reports of violations may be submitted confidentially or anonymously. The organization will strive to keep such reports confidential to the extent possible while conducting a thorough investigation.

Handling of Reported Violations: Compliance Officers will acknowledge receipt of reported violations within five business days. All reports will be promptly and thoroughly investigated, and appropriate corrective action will be taken based on the findings.

This Whistleblower Policy aims to promote transparency, accountability, and ethical conduct within Parma Animal Shelter, fostering a culture of integrity and trust among its volunteers and stakeholders.