

## AMIGOS FOR CHRIST

# Whistleblower Policy

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### **POLICY**

**If any person, in good faith, knows or suspects misconduct, dishonesty, or fraud they will be allowed to report the incident without fear of punishment or retaliation.**

**The correct process for reporting the incident is as follows:**

- **Notify the manager of the highest ranked offender that is involved**
- **The manager will investigate the accusation, and determine the correct response**
- **If the manager's response is unsatisfactory, notify the President or Executive Director**
- **If these responses are unsatisfactory, file a ticket with the Board's Risk Committee**
- **At any point the above steps can be skipped and a ticket can be filed with the Risk Committee**

**Tickets can be filed with the Risk committee in three ways:**

#### **Online**

- **A ticket can be submitted on the Comentario page**
- **The chairman of the Risk Committee will be the only person with access to this form**

#### **Written Paper**

- **A ticket can be submitted by filling out a form for the suggestion box located in the Amigos complex**
- **The office manager and a representative from HR will open the box together. Nobody is allowed to open the box alone**
- **They will then submit any whistleblower tickets online together**

## **POLICY**

**All incidents reported to the board will be discussed by the board and appropriate measures will be taken. The privacy and reputation of individuals involved will be respected.**

**Once an incident is reported the process is as follows:**

- **The Risk Committee of the board reviews, discusses, and investigates the report**
- **The Risk Committee will determine whether the reporter needs to be afforded privacy**
- **If acceptable, the office manager and a member of HR will conduct the investigation. If these individuals are involved in the case, the Executive Director, the President, or the board itself will conduct the investigation**
- **The Risk Committee can either make the final judgement or bring the issue to the full board**
- **The judgement is executed, and any necessary new policies are created**
- **The report, investigation notes, the final judgement, and consequences/results will be documented by Human Resources**
- **If necessary, the reporter of the incident can be reassigned a new team or manager**

## **Consequences of Violations**

**Violations for failing to follow the policy can include any of the following:**

- **A Warning**
- **Negative marks on annual performance review**
- **Demotion**
- **Dismissal**