



Whistleblower and Retaliation Protection Policy

Amigos for Christ requires its directors, officers, and employees to observe high standards of business and personal ethics in executing their duties and responsibilities. As employees and representatives of Amigos for Christ we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees, donors, and volunteers to raise serious concerns internally so that Amigos for Christ can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, donors, and volunteers to report concerns about violations of Amigos for Christ's code of ethics or suspected violations of law or regulations that govern Amigos for Christ's operations.

No Retaliation

It is contrary to the values of Amigos for Christ for anyone to retaliate against any board member, officer, employee, donor, or volunteer who, in good faith, reports any ethics violation, or any suspected violation of law, such as a complaint of discrimination or suspected fraud, or any suspected violation of regulations governing the operations of Amigos for Christ. Any employee who retaliates against someone who has reported a violation, in good faith, is subject to discipline up to and including termination of employment.

Reporting Procedure

Amigos for Christ has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to Amigos for Christ's Chief Operations Officer, who has the responsibility to investigate all reported complaints.

If employees are not comfortable speaking with their supervisor or are not satisfied with their supervisor's response, they are encouraged to speak with the Chief Operations Officer or the Executive Director.

All matters involving the Chief Operations Officer or the Executive Director should be reported directly to Amigos for Christ's Board of Directors. Employees can submit their questions, concerns, suggestions, or complaints by emailing board@amigosforchrist.org.

Donors and volunteers may also submit their questions, concerns, suggestions, or complaints to the Chief Operations Officer or the Board of Directors.

Compliance Officer

The Amigos for Christ's Chief Operations Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and their resolution. All complaints relating to accounting or alleged financial improprieties will be reported at least annually to the Board of Director's Audit Committee.

Accounting and Auditing Matters

Amigos for Christ's Chief Operations Officer shall immediately notify the Audit Committee of any concerns or complaint regarding the organization's accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.

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 directors, officers, employees, donors, or volunteers. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

Amigos for Christ's Chief Operations Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, then an appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Kristin Sutton

Chief Operations Officer

kristin@amigosforchrist.org

Cell: 678-908-7038

Office: 770-614-9250

Policy approved by the Board of Directors on (Date).