

# **Amazing Strays Rescue**

## **Whistleblower Protection Policy**

Amazing Strays Animal Rescue 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 Amazing Strays Animal Rescue, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable board/staff members, volunteers, and others to raise serious concerns internally so that Amazing Strays Animal Rescue 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 Amazing Strays Animal Rescue's code of ethics or suspected violations of law or regulations that govern Amazing Strays Animal Rescue's operations.

### **No Retaliation**

It is contrary to the values of Amazing Strays Animal Rescue for anyone to retaliate against any board or staff member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Amazing Strays Animal Rescue. 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.

### **Reporting Procedure**

Amazing Strays Animal Rescue has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with any staff member. If you are not comfortable speaking with a staff member or you are not satisfied with their response, you are encouraged to speak with a board member. Staff and board members are required to report complaints or concerns about suspected ethical and legal violations in writing to the Amazing Strays Animal Rescue's Compliance Officer, Angela Smith, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to a board member or the organization's Compliance Officer.

### **Compliance Officer**

The Amazing Strays Animal Rescue's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the President of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

### **Accounting and Auditing Matters**

The Amazing Strays Animal Rescues Compliance Officer shall immediately notify the Treasurer of any concerns or complaint regarding corporate 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 complainant. 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**

The Amazing Strays Animal Rescue's Compliance 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 and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer:  
Angela Smith  
Fundraising Coordinator