

# **EMERGENCY VOLUNTEER CORPS of NEHALEM BAY**

## **Board of Directors**

### **Whistleblower Policy**

#### **General Code of Ethics and Conduct**

Emergency Volunteer Corps of Nehalem Bay requires directors and officers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Emergency Volunteer Corps of Nehalem Bay, we must practice honesty and integrity in fulfilling our responsibilities and comply with applicable laws and regulations.

#### **Reporting Responsibility**

It is the responsibility of all directors and officers to comply with this code of ethics and conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

#### **No Retaliation**

No director or officer who in good faith reports a violation of the code of ethics and conduct shall suffer harassment, retaliation or adverse consequences. Any director or officer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of his/her position on the Board. This Whistleblower Policy is intended to encourage and enable directors and officers to raise serious concerns within the organization prior to seeking resolution outside the organization.

#### **Reporting Violations**

The code of ethics and conduct also addresses the Emergency Volunteer Corps' open door policy and asks that directors and officers share their questions, concerns, suggestions or complaints with someone who can address them properly. In particular, concerns or complaints regarding corporate accounting practices, internal controls or auditing must be addressed. Directors and Officers are required to report suspected violations of the code of ethics and conduct to the President of the Board, who has responsibility to investigate all reported violations. If you are not satisfied or uncomfortable with contacting the President, the Vice-President should be contacted. For suspected fraud, individuals should contact the President (or Vice-President) immediately.

#### **Accounting and Auditing Matters**

The President (or Vice-President) is responsible for investigating all reported complaints and allegations concerning violations of the code of ethics and conduct. The President (or Vice-President) shall immediately notify and advise the Board of Directors of the investigation. The Board shall address all reported concerns or complaints, and the Board shall have final authority to resolve the issue.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the code of ethics and conduct 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 result in the termination of that person's position on the Board.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. 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 President (or Vice-President) will notify the sender 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.

Adopted by the Board of Directors on 4/26, 2010.



Secretary