## Whistleblower and Informant Protection

All employees of the Company are encouraged to report all conduct that the individual reasonably believes to constitute a violation of any federal or state law, the Company policy or misappropriation of the Company resources (“Reportable Conduct”). An employee should report his or her concerns to his or her supervisor or Associate Executive Director. If for any reason an employee finds it difficult to report the concern to this supervisor or Associate Executive Director, then the employee may report it directly to the Executive Director. Should the Executive Director be involved in such a matter.

Reasonable care shall be taken by the Company in dealing with suspected misconduct to avoid baseless allegations, premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation or violation of a person’s rights under the law. Care shall be taken to avoid potential defamation and to provide a fair and impartial review process.

Supervisors who have been contacted regarding suspected wrongdoing are required to report such concerns to the Executive Director and shall not:

* Contact the person suspected to further investigate the matter or demand restitution;
* Discuss the case with anyone other than the Executive Director, the Company’s legal counsel, or a duly authorized law enforcement officer;
* Direct any inquiries from any attorney retained by the suspected individual or from the media to anyone other than the Executive Director.

The Company or its employees will not retaliate against an individual alleging reportable conduct; causing such a complaint to be made; filing or causing to be filed or testifying in a proceeding involving a Reportable Conduct; providing information concerning or in connection with any such complaint, inquiry, investigation or proceeding or causing such information to be provided; or assisting or otherwise participating in the resolution of a complaint or in an investigation or proceeding, and may not otherwise discharge, demote, suspend, threaten, harass, or in any other manner discriminate against an employee in the terms and conditions of employment on the basis of such allegation. An individual who believes that he or she has been retaliated against for alleging Reportable Conduct or otherwise assisting in an investigation should immediately notify the Manager of Human Resources.