



SUNCOAST VOICES FOR CHILDREN FOUNDATION, INC. WHISTLEBLOWER POLICY AND PROCEDURE

SUNCOAST VOICES FOR CHILDREN FOUNDATION, INC. (Suncoast Voices for Children) is a non-profit corporation established for the purposes of promoting the best interests of children in the dependency system or at risk of entering the dependency system of Pinellas and Pasco Counties.

It is the intent of Suncoast Voices for Children to adhere to all laws and regulations that apply to the organization and the purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations.

Suncoast Voices for Children Foundation, Inc. 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 Suncoast Voices for Children, 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 employees and others to raise serious concerns internally so that Suncoast Voices for Children 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 Suncoast Voices for Children's code of ethics or suspected violations of law or regulations that govern Suncoast Voices for Children's operations.

No Retaliation

It is contrary to the values of Suncoast Voices for Children for anyone to retaliate against any board member, officer, employee 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 Suncoast Voices for Children. 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

Suncoast Voices for Children has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with Executive Director or the Board President. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Suncoast Voices for Children's Board President who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, the Executive Director or the organization's Board President.

Compliance Officer [or other title that is appropriate for your organization]

The Suncoast Voices for Children's Board President is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board President will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer/Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Suncoast Voices for Children's Board President shall immediately notify the Audit Committee/Finance Committee 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 Suncoast Voices for Children's Board President 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.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date