

Whistleblower Protection Policy For Mission To Haiti

Mission To Haiti requires Board members, 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 Mission To Haiti, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It should be noted that the Compliance Officer is the Executive Director who is designated by the Board of Directors of Mission To Haiti to receive, investigate and respond to complaints.

Reporting Responsibility

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

No Retaliation

It is contrary to the values of Mission To Haiti 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 Mission To Haiti. 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 and all relationship with Mission To Haiti.

Reporting Procedure

Mission To Haiti 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 the Executive Director, or a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to Mission To Haiti's Compliance Officer. Employees with concerns or complaints may also submit their concerns in writing directly to the Compliance Officer.

Compliance Officer/Executive Director

Mission To Haiti's Compliance Officer is designated by the Board of Directors and is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors 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

Mission To Haiti's Compliance Officer shall immediately notify the Board members of any concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer will work with the Board members 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 and be subject to discipline up to and including termination of employment and all relationship with Mission To Haiti.

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

Mission To Haiti'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. After the investigation is complete, a written report will be distributed to Board members, officers and employees, and given to the complainant.

Approved by the Board of Directors, November 15, 2015