



## **FISH Fairborn**

An Ohio Non-profit Corporation

# **WHISTLEBLOWER PROTECTION POLICY AND AGREEMENT**

## **Reporting Responsibility**

FISH Fairborn requires directors, officers and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As volunteers and representatives of the FISH Fairborn, 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 volunteers and others to raise serious concerns internally so that FISH Fairborn can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, and volunteers to report concerns about violations of FISH Fairborn's code of ethics or suspected violations of law or regulations that govern FISH Fairborn operations.

## **NO RETALIATION**

It is contrary to the values of FISH Fairborn for anyone to retaliate against any board member, officer, 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 FISH Fairborn. A volunteer 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**

FISH Fairborn has an open-door policy and suggests that volunteers 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 Compliance Officer, or a board member. Volunteers are required to report complaints or concerns about suspected ethical and legal violations in writing to the FISH Fairborn Manager or Compliance Officer who has the responsibility to investigate all reported complaints. Volunteers with concerns or complaints may also submit their concerns in writing directly to the Compliance Officer. FISH Fairborn's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will report at least annually to the Finance Manager on compliance activity relating to accounting or alleged financial improprieties.

## **ACCOUNTING AND AUDITING MATTERS**

The FISH Fairborn Compliance Officer shall immediately notify the 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**

FISH Fairborn'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 (The Compliance Officer is Jane Doorley, Executive Director, jdoorley@fishfairborn. 01/19/2024)

We, the undersigned, do hereby certify that the above stated Whistleblower Policy and Agreement of FISH Fairborn were approved by the board of directors on January 19, 2024, and constitute a complete copy of Articles of Incorporation of the FISH Fairborn.

  
Jane Doorley, Executive Director, Ex Officio

  
Gene Lolli, President

  
Dr. Ann Stalter, Treasurer

  
Joe Nadeau, Secretary

  
Brandon Kunkle, Member