



TITLE: ADMIN 101 – WHISTLEBLOWER POLICY

Policy: Children of the Nations–USA (COTN–USA) will not retaliate against any employee who files a complaint, reports financial mismanagement, or discloses suspicion of an alleged unlawful activity, policy, or practice, when filed in accordance with the organization’s established reporting protocol.

Purpose: To establish procedures for handling employee complaints, as well as provide a confidential way for employees to report any violation of the law or financial mismanagement.

Scope: Applies to all employees COTN–USA and covers all policies, practices and activities of COTN–USA.

Policy Details:

If any employee reasonably believes that some policy, practice, or activity of COTN–USA is in violation of law, a written complaint may be filed by that employee with the Chief Executive Officer or Board Chairman. This written complaint should clearly outline the alleged violation and supply details to support the allegation. It is the intent of COTN–USA to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Chief Executive Officer or Board Chairman and provides COTN–USA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

- 1.0 Upon employment, COTN–USA will provide employees with a copy of this Policy (to be signed by the employee), confirm their understanding of Policy and the procedure for filing complaints, and provide employees an opportunity to ask questions about this Policy.
- 2.0 COTN–USA will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of COTN–USA, or of another individual or entity with whom COTN–USA has or had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.
- 3.0 COTN–USA will not retaliate against an employee who discloses or threatens to disclose to a public body any activity, policy, or practice of COTN–USA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.