

# **Pet Alliance of Greater Orlando**

## **POLICY STATEMENT**

### **WHISTLEBLOWER PROTECTION**

The Pet Alliance of Greater Orlando is committed to establishing and maintaining a work environment of the highest ethical standards. Achievement of this goal requires the cooperation and assistance of every employee and volunteer, at all levels of the Pet Alliance in the conduct of their duties and responsibilities.

It is the policy of the Pet Alliance to prohibit acts of financial misconduct on the part of Pet Alliance employees, officers, executives, volunteers and others responsible for carrying out the Pet Alliance's activities.

#### **Reporting Responsibility**

It is the responsibility of every employee, officer, and volunteer to immediately report suspected financial misconduct to their supervisor, to the Director of Finance, to the President, to the Audit/Finance Committee, or to the Executive Committee of the Board of Directors.

#### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

#### **No Retaliation**

No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

#### **Investigation**

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

#### **Accounting and Auditing Matters**

The Finance/Audit or Executive Committee of the Board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The President or Director, Finance must immediately notify the above committee(s) of any such complaint and work with the committee until the matter is resolved.

**Approved by the Board of Directors: April 28, 2009**