



WHISTLEBLOWER POLICY

This Whistleblower Policy is intended to encourage and enable employees and volunteers to raise serious concerns internally so that the Nobody's Cats Foundation 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 other policies or any laws or regulations that govern the Nobody's Cats Foundation's operations.

A whistleblower, as defined by this policy, is an employee or volunteer of the Nobody's Cats Foundation, who reports an activity that the employee/volunteer considers to be illegal, dishonest or fraudulent to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal, fraudulent or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee/volunteer has knowledge of or a concern about illegal, dishonest or fraudulent activity, the employee/volunteer is to contact his/her immediate supervisor or the managing director. In the event an employee/volunteer has knowledge of or a concern about illegal, dishonest or fraudulent activity on the part of the managing director, the employee/volunteer is to contact the secretary of the board of directors. The employee/volunteer must exercise sound judgment to avoid baseless allegations. An employee/volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. As much as possible, the confidentiality of the whistleblower will be maintained. (Identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.) The Nobody's Cats Foundation will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments; and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the managing director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the managing director who is responsible for investigating and coordinating corrective action. Employees/volunteers with any questions regarding this policy should contact the managing director.