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|  | Image result for white transparent address logoImage result for white transparent Facebook logoImage result for white transparent twitter logoImage result for white instagram logoImage result for white transparent website logo**@4NEAnow****(844) 336-9900****9404 NE 8th St.****Vancouver, WA** **98664-3328****www.4NEA.com** |
| **WHISTLE-BLOWER PROTECTION POLICY**PROJECT K9 HERO requires directors, 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 the PROJECT K9 HERO , 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 employees and others to raise serious concerns internally so that PROJECT K9 HERO can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of PROJECT K9 HERO ’s code of ethics or suspected violations of law or regulations that govern PROJECT K9 HERO ’s operations.**No Retaliation**It is contrary to the values of PROJECT K9 HERO for anyone to retaliate against any board member, officer, and 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 PROJECT K9 HERO . 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.PROJECT K9 HERO 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 President and Chairman of the Board. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the PROJECT K9 HERO ’s President and Chairman of the Board, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the President and Chairman of the Board. The PROJECT K9 HERO ’s President and Chairman of the Board is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The President and Chairman of the Board will advise the Board of Directors of all complaints and their resolution and will report at least annually to the CFO on compliance activity relating to accounting or alleged financial improprieties.Accounting and Auditing MattersPROJECT K9 HERO President and Chairman of the Board shall immediately notify the Audit Committee/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 FaithAnyone 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.ConfidentialityViolations 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**Project K9 Hero’s President and Chairman of the Board 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.Adopted by the board of directors on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Employee Printed Name: (Source for Whistle Blower Policy: Copyright ©2010 National Council of Nonprofits) |