



## **Whistle-Blower Policy**

It is the policy of EPIC International D/B/A Reach the Rest to be committed to the highest possible standards of ethical, moral, and legal conduct. Therefore, if any employee has a concern about suspected misconduct, dishonesty, and fraud, he or she will be protected from reprisals or victimization for whistle blowing in good faith. The procedure for the policy is found in the Employee Manual.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Reach the Rest 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 Reach the Rest's code of ethics or suspected violations of law or regulations that govern Reach the Rest's operations.

### **No Retaliation**

It is contrary to the values of Reach the Rest for anyone to retaliate against any board member, officer, 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 Reach the Rest. 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.

### **Reporting Procedure**

EPIC International D/B/A Reach the Rest 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 Jeff Wadsworth, Chairman of the Board. Supervisors and managers are required to report complaints or concerns about suspected

ethical and legal violations in writing to the Jeff Wadsworth, 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.

## **Board**

The Board Chairman is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board Chairman advise the [Executive Director and/or balance the Board of Directors] of all complaints and their resolution.

## **Accounting and Auditing Matters**

The Board Chairman shall immediately notify the Board of Reach the 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**

The Board Chairman 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.