



Mended Hearts



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Mended Hearts and Mended *Little* Hearts Whistleblower Policy

Mended Hearts 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 Mended Hearts, we must practice honesty and integrity in fulfilling our responsibilities and comply with the letter and spirit of 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 Mended Hearts 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 Mended Hearts' code of ethics or suspected violations of law or regulations that govern Mended Hearts' operations.

No Retaliation

It is contrary to the values of Mended Hearts 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 Mended Hearts. 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

Mended Hearts has an open-door policy and suggests that employees share their questions,

concerns, suggestions or complaints with their supervisor. If an employee is not comfortable speaking with his or her supervisor or is not satisfied with his/her supervisor's response, the employee is encouraged to speak with the President of Mended Hearts. Board members or Volunteers are required to report complaints or concerns about suspected ethical and legal violations in writing to the President of Mended Hearts, 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, the Executive Director or the President of Mended Hearts.

The Executive Committee

Through guidance of the President of the Board, the Executive Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Committee will advise the Executive Director and/or the Board of Directors of all complaints and the resolution and will report at least annually to the Treasurer on compliance activity relating to preventing/detecting alleged accounting or financial improprieties. Any allegations of such improprieties shall immediately be reported to the Treasurer and the President.

Accounting and Auditing Matters

Mended Hearts' President shall immediately notify the 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 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 an actual or potential 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 Mended Hearts President 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.

Policy approved by the Board of Directors on October 5th, 2017