

## **WHISTLE BLOWER POLICY**

*Adopted by the Roots. Wounds. Words. Inc. Board of Directors on September 6, 2020.*

*Section 1. Purpose.* Roots. Wounds. Words. Inc. requires and encourages its Board of Directors, Board Officers, executive staff, employees, and independent contractors to observe and practice high standards of business and personal ethics in the conduct of their Roots. Wounds. Words. Inc. duties and responsibilities. The Board of Directors, Board Officers, executive staff, employees, independent contractors, and other representatives of the Corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of Roots. Wounds. Words. Inc. to adhere to all laws and regulations that apply to the Corporation and the underlying purpose of this policy is to support the Corporation's goal of legal compliance. The support of all corporate Board Members, Board Officers, executive staff, employees, and independent contractors is necessary to achieving compliance with various laws and regulations.

*Section 2. Reporting Violations.* If any director, officer, staff, employee, or independent contractor reasonably believes that some policy, practice, or activity of Roots. Wounds. Words. Inc. is in violation of law, a written complaint must be filed by that person with the Board Chairperson.

*Section 3. Acting in Good Faith.* Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

*Section 4. Retaliation.* Said person is protected from retaliation only if she/he/they bring/s the alleged unlawful activity, policy, or practice to the attention of the Roots. Wounds. Words. Inc. Board and provides the Board with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals who comply with this requirement. Roots. Wounds. Words. Inc. shall not retaliate against any director, officer, staff, or employee who in good faith, has made a protest or raised a complaint against some practice of Roots. Wounds. Words. Inc. or of another individual or entity with whom Roots. Wounds. Words. Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. Roots. Wounds. Words. Inc. shall not retaliate against any director, officer, staff, or employee who discloses or threatens to disclose to a supervisor, the media or a public body any activity, policy, or practice of Roots. Wounds. Words. Inc. that the individual reasonably believes is in violation of a law, or a

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rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

*Section 5. Confidentiality.* Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

*Section 6. Handling of Reported Violations.* The Board Chairperson shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports shall be promptly investigated by the Board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation. This policy shall be made available to all directors, officers, staffs or employees and they shall have the opportunity to ask questions about the policy.