

Southern Oregon Foundation Supporting a Cure for Cancer DBA Hillcrest Committee Whistleblower Protection Policy

Southern Oregon Foundation Supporting a Cure for Cancer (DBA: Hillcrest Committee and hereafter referred to as Hillcrest Committee) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of the Hillcrest Committee, 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 members and others to raise serious concerns internally so that Hillcrest Committee 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 Hillcrest Committee's code of ethics or suspected violations of law or regulations that govern Hillcrest Committee's operations.

No Retaliation

It is contrary to the values of Hillcrest Committee 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 Hillcrest Committee. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership or employment.

Reporting Procedure

Hillcrest Committee has an open door policy and suggests that members or employees share their questions, concerns, suggestions or complaints with the Hillcrest Board. If you are not comfortable speaking with a Board member or you are not satisfied with the response, you are encouraged to speak with the Compliance Officer or Board President. Members or Committee Chairs are required to report complaints or concerns about suspected ethical and legal violations in writing to the Hillcrest Committee's President, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Board President.

Compliance Officer The Hillcrest Committee's President serves as Compliance Officer and is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The President will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Hillcrest Committee's President shall immediately notify the Treasurer 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 Hillcrest Committee's 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.

Compliance Officer: Currently the Compliance Officer for Hillcrest Committee is the Board President. The Board President serves a one year term of office.

Board President

Southern Oregon Foundation Supporting a Cure for Cancer (DBA:Hillcrest Committee)
hillcrestcommittee.org

Policy approved by the Board of Directors on.

* {Note: The Compliance Officer may be a board member, the Executive Director, or a third party designated by the organization to receive, investigate and respond to complaints.}