

# WHISTLEBLOWER PROTECTION POLICY

**1. Purpose:** Ayiti Now Corp is committed to an open, ethical, accountable and transparent non-profit organization. All employees and representatives of Ayiti Now Corp must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations.

**2. Policy Statement:** This policy provides a procedure for reporting wrongdoing as well as protection from reprisal for all employees who, in good faith, report wrongdoing.

**3. No Retaliation:** It is contrary to the values of Ayiti Now Corp for anyone to retaliate against any members, employees or volunteers who in good faith reports an ethics violation, or suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Ayiti Now Corp. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to, and including, termination of employment.

**4. Reporting Procedure:** Ayiti Now Corp 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 CEO. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations, in writing, to the CEO, 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 CEO or the organization's Compliance Officer.

**5. Compliance Officer:** Ayiti Now Corp's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the CEO, and/or 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.

**6. 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. The utmost care will be taken to ensure that the "whistle blowing party" will remain completely confidential.

**7. Handling of Reported Violations:** The CEO or the Compliance Officer 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.

