



Whistleblower Policy

Approved by Policy and Governance Committee:
February 26, 2025

Approved by Board of Directors: April 26, 2025

1. Purpose

GiveNKind is committed to operating with integrity, transparency, and accountability. This Whistleblower Policy encourages employees, volunteers, board members, and other stakeholders to report concerns about illegal, unethical, or improper conduct without fear of retaliation.

2. Scope

This policy applies to all employees, volunteers, board members, contractors, and other individuals affiliated with GiveNKind. It covers concerns related to, but not limited to:

- Financial misconduct, fraud, or mismanagement of funds
- Violations of laws, regulations, or company policies
- Ethical breaches, including conflicts of interest and discrimination
- Health and safety violations
- Any other improper conduct or actions that could harm GiveNKind, its employees, or the community it serves

3. Reporting Procedure

Individuals who suspect or become aware of misconduct are encouraged to report their concerns promptly. Reports may be made in the following ways:

- Confidential Email: Send an email to emily@givenkind.org
- Written Report: Submit a written statement to the Executive Director or Board Chair
- Anonymous Reporting: Concerns may be mailed anonymously to GiveNKind's Executive Director or Board Chair at GiveNKind's address.

4. Confidentiality

All reports will be treated confidentially to the extent possible, allowing for a thorough investigation. Whistleblowers' identities will be protected unless disclosure is required by law or necessary for the investigation.

5. Protection Against Retaliation

GiveNKind strictly prohibits retaliation against any individual who, in good faith, reports a concern or participates in an investigation. Retaliation, including but not limited to termination, harassment, or discrimination, will result in disciplinary action up to and including termination of employment or volunteer status.

6. Investigation Process

Once a report is received:

1. The Executive Director or an appointed investigator will review the concern.
2. An independent committee may be formed to conduct an impartial investigation if necessary.
3. The investigation will be conducted promptly and fairly, ensuring due process for all parties involved.
4. Corrective action, including disciplinary measures or policy changes, will be taken if wrongdoing is found.
5. The whistleblower will be informed of the investigation's outcome if appropriate and legally permissible.

7. Acting in Good Faith

Reports must be made in good faith and based on reasonable grounds. Knowingly submitting false or malicious reports may result in disciplinary action.

8. Policy Review and Amendments

The Board of Directors will review this policy annually to ensure effectiveness and compliance with applicable laws and regulations. Any necessary amendments will be made accordingly.

Please contact the Executive Director or Board President for questions or further information regarding this policy.