

A Better Shelter, Inc. Whistle Blower's Policy

A Better Shelter, Inc. requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of A Better Shelter, Inc., we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistle Blower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that A Better Shelter, Inc. 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 A Better Shelter, Inc.'s code of ethics or suspected violations of law or regulations that govern A Better Shelter, Inc.'s operations.

No Retaliation

It is contrary to the values of A Better Shelter, Inc. 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 A Better Shelter, Inc.. 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

A Better Shelter, Inc. has an open door policy and suggests that employees, volunteers and the public share their questions, concerns, suggestions or complaints with management or a board member. Employees and volunteers should speak to 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 another supervisor, manager, director or board member. Management is required to report complaints or concerns about suspected ethical and legal violations in writing to the A Better Shelter, Inc.'s Compliance Officer who has the responsibility to maintain and investigate all reported complaints. Concerns or complaints may also be submitted in writing directly to management, a board member or the organization's Compliance Officer.

Compliance Officer

A Better Shelter, Inc.'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 Executive Director and/or the Board of Directors of all complaints/resolutions prior to or at the next scheduled Board meeting and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

A Better Shelter, Inc.'s Compliance Officer shall immediately notify the Audit Committee/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 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

A Better Shelter, Inc.'s 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.

Compliance Officer: * {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.}

TBD: To Be Determined
{Name}
{Contact information}

Whistle Blower's Policy approved by the Board of Directors on _____.

Susan M Hansen (President)

John Di Leonardo (Vice President)

Lillian Lennon Shieferstein (Secretary/Treasurer)