



## **WHISTLEBLOWER PROTECTION POLICY**

Youth for Christ/USA (YFC/USA) is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, the goal of this policy is to provide an avenue for employees to raise concerns about suspected misconduct, dishonesty, and fraud, and to provide reassurance that they will be protected from retaliation or victimization for reporting or “whistleblowing” in good faith. *Every YFC/USA employee has the responsibility to prevent, detect and report suspected misconduct, dishonesty and fraud.*

### **DEFINITIONS OF TERMS**

For the purpose of this policy, the definition of misconduct, dishonesty, and fraud includes, but is not limited to:

- Acts which are inconsistent with YFC/USA policy
- Theft or other misappropriation of YFC/USA assets
- Misstatements or other irregularities in YFC/USA records
- Incorrect financial reporting
- Misuse of YFC/USA resources
- Illegal activities
- Forgery or alteration of documents
- Any other form of fraud

### **PROCEDURE FOR REPORTING**

It is the responsibility of every employee to report concerns relating to suspected misconduct, dishonesty or fraud. Such concerns need to be reported as soon as reasonably possible. To facilitate this, we have selected Ethics Point to provide simple risk-free way to anonymously report activities that may involve criminal conduct or violations of established YFC/USA policies. Ethics points is a professional reporting service that provides a vehicle for reporting activity that has raised the concern of someone in our movement. Reports submitted through Ethics Point will be handled promptly and discreetly with the objective of correcting the situation being reported. Reports will be kept confidential within our organization to the greatest extent possible consistent with the need to conduct an adequate investigation and any legal requirements to report certain information to governmental authorities.

### **TO FILE A REPORT**

You can use either of the following two methods to file a report:

- Call 888-779-8054 (tolls free in the US can Canada); or
- Visit [www.ethicspoint.com](http://www.ethicspoint.com) and click on the File a New Report button.

### **SAFEGUARDS**

YFC/USA will not take action against any employee or volunteer who submits a report concerning others in good faith and has reasonable grounds for reporting. You will not be terminated, threatened, retaliated against or discriminated against by YFC/USA for making an appropriate report based upon facts you had reason to believe were true. Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

On the other hand, we take these reports very seriously. Any allegations lacking a factual basis or that prove to have been made maliciously or with the knowledge that they were false, will be viewed as a serious disciplinary offense that may result in suspension or termination of status.

### **FOLLOW-UP**

You (unless the complaint was submitted anonymously) will be given the opportunity to receive follow-up on your concern within two weeks:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Telling you whether initial inquiries have been made; and
- Telling you whether further investigations will follow, and if not, why.

Subject to legal constraints you will receive information about the outcome of any investigations.

### **ANONYMOUS ALLEGATIONS**

While we would rather you report concerns anonymously than not at all, we encourage you to put your name to allegations if at all possible. This is because appropriate follow-up questions and investigations may not be possible unless the source of the information is identified.

Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

### ***ACKNOWLEDGEMENT – WHISTLE BLOWER PROTECTION POLICY***

My signature signifies that I have read this policy and that I understand my responsibility related to the prevention, detection and reporting of suspected misconduct and dishonesty.

I further acknowledge that I am not aware of any activity that would require disclosure under this or other existing organizational policy or procedure statements at this time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name