



of Greater  
Indianapolis

## WHISTLEBLOWER POLICY

### **General**

Girls Inc. of Greater Indianapolis requires staff, volunteers (including the Board of Directors), clients, and agents of Girls Inc. of Greater Indianapolis to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Girls Inc. of Greater Indianapolis, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all staff, volunteers (including the Board of Directors), clients, and agents of Girls Inc. of Greater Indianapolis to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No staff member, volunteer (including the Board of Directors), client, and/or agent of Girls Inc. of Greater Indianapolis who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Girls Inc. of Greater Indianapolis prior to seeking resolution outside Girls Inc. of Greater Indianapolis.

### **Reporting Violations**

Girls Inc. of Greater Indianapolis has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, 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 President & CEO to report suspected ethics violations. The President & CEO has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or are uncomfortable with following Girls Inc. of Greater Indianapolis open door policy, individuals should contact the Girls Inc. of Greater Indianapolis Board Chair directly.

### **Accounting and Auditing Matters**

The executive committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The President & CEO shall immediately notify the executive committee of the board of directors of any such complaint and work with the executive committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a 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 or may be submitted anonymously. 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 President & CEO will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

\_\_\_\_\_ by initializing this statement, I acknowledge that I have read, understand, and will comply with the Girls Inc. of Greater Indianapolis Whistleblower Policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Policy approved by the Girls Inc. of Greater Indianapolis Board of Directors on May 26, 2022.