



Sunland Village East Foundation Board of Trustees Resolution

RESOLUTION # 17

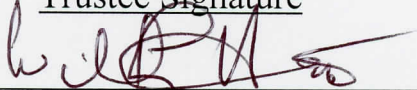
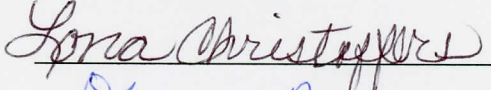
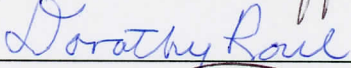
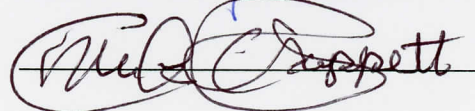
Whistleblower-Protection and Complaint-Resolution Policy

WHEREAS when Congress enacted the *Sarbanes-Oxley Act* following scandalous behavior by some in corporate America, it included provisions that also apply to nonprofits. Federal law prohibits all corporations, including nonprofits, from retaliating against employees who “blow the whistle” on their employer’s financial management or accounting practices; and

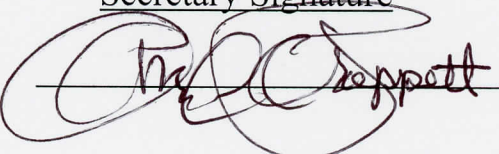
WHEREAS more than 45 different states have enacted laws to protect whistleblowers from retaliation at the workplace; and

WHEREAS it is the standing policy of Sunland Village East Foundation to maintain the highest standards of conduct, transparency, and ethics;

Therefore, be it RESOLVED that the attached Whistleblower Protection and Complaint-Resolution Policy, adopted by the Board of Trustees on May 1, 2024, is hereby implemented for the Sunland Village East Foundation.

<u>Trustee Signature</u>	<u>Trustee Printed Name</u>	<u>Date</u>
	William L. Hopper	5/1/24
	LONA CHRISTOFFER	5/1/24
	Dorothy Roul	5/1/2024
	Linda Trappett	5/1/2024

The Secretary of the SVEF certifies that the above is a true and correct copy of the resolution that was duly amended and adopted at a scheduled meeting of the Board of Trustees on May 1, 2024.

<u>Secretary Signature</u>	<u>Secretary Printed Name</u>	<u>Date</u>
	Linda Trappett	May 01, 2024



Sunland Village East Foundation

Whistleblower Protection and Complaint-Resolution Policy

In keeping with our policy of maintaining the highest standards of conduct and ethics, Sunland Village East Foundation (SVEF) will investigate complaints of suspected fraudulent or dishonest use or misuse of its resources or property by staff, board members, consultants, volunteers, or clients. To maintain the highest standards of service, SVEF will also investigate complaints concerning its programs and services.

Staff, board members, consultants, volunteers, clients, and community members are encouraged to report suspected fraudulent or dishonest conduct or problems with services provided, pursuant to the procedures set forth below. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

Reporting. A person's concerns about possible fraudulent or dishonest use or misuse of resources or property, or program operation, should be reported: to the SVEF Vice President (if an employee or volunteer); to the Chairperson of the SVEF Board of Trustees (if a board member); to the SVEF President (if a client or community member). If, for any reason, a person finds it difficult to report his or her concerns to such person, s/he may report the concerns directly to the President and/or the Chairperson of the SVEF Board of Trustees. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Investigation. All relevant matters, including suspected but unproved matters, will be promptly reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings may be communicated to the reporting person and his or her supervisor, if appropriate. Investigations may be conducted by independent persons such as auditors and/or attorneys. Investigators will endeavor to maintain appropriate confidentiality, but confidentiality is not guaranteed.

No Retaliation. No trustee, officer, employee, volunteer, or client who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complaints concerning the services it provides and programs SVEF runs shall suffer harassment, retaliation, or adverse employment or other consequence. An employee who retaliates against someone who has reported a



Sunland Village East Foundation

Whistleblower Protection and Complaint-Resolution Policy

violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower/Complaint Resolution Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization. The Policy is in addition to any non-retaliation requirements contained in the SVEF Personnel Policies or required by law.

This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors. Individuals making complaints must be cautious to avoid baseless allegations; employees who intentionally make false allegations are subject to disciplinary action.

This Whistleblower Protection and Complaint Resolution Policy is hereby accepted by the Board of Trustees, this ____ day of May, 2024.

Lona Christoffers, President
Lona Christoffers

Linda Trappett, Secretary
Linda Trappett

Bill Hopper, Treasurer
Bill Hopper

_____, Finances
Jim Volk

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Dorothy Row
Dorothy Row

Vice President