



## WHISTLEBLOWER PROTECTION POLICY

Rebuild NorthBay Foundation (RNBF) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of RNBF, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that RNBF can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees, and volunteers to report concerns about violations of RNBF's code of ethics or suspected violations of law or regulations that govern RNBF's operations.

### No Retaliation

It is contrary to the values of RNBF for anyone to retaliate against any board member, 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 RNBF. 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

RNBF has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with the Executive Director. If you are not comfortable speaking with the Executive Director, or you are not satisfied with the Executive Director's response, you are encouraged to speak with the Board President. The Executive Director is required to report complaints or concerns about suspected ethical and legal violations in writing to RNBF's Board of Directors and has the responsibility to investigate all reported complaints.

### Executive Director

RNBF's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Board of Directors on compliance activity relating to accounting or alleged financial improprieties.

### Accounting and Auditing Matters

RNBF's Executive Director shall immediately notify the Board of Directors of any concerns or complaints regarding accounting practices, internal controls, or auditing, and work with the Board of Directors 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**

RNBF’s Executive Director 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.

Jennifer Gray Thompson  
Executive Director  
Rebuild NorthBay Foundation  
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Policy approved by the Board of Directors on \_\_\_\_\_.