



# Up With Books, Inc.

## Whistleblower Policy

### Purpose

Up With Books, Inc. (“the Organization”) is committed to maintaining the highest standards of conduct, ethics, and accountability. The purpose of this Whistleblower Policy is to:

- Encourage directors, officers, employees, and volunteers to report suspected misconduct, unethical behavior, or violations of law or policy.
- Protect individuals who report concerns in good faith from retaliation.
- Ensure the Organization complies with applicable laws and regulations.

### Scope

This policy applies to all directors, officers, employees, and volunteers of Up With Books, Inc. It covers, but is not limited to, concerns about:

- Fraud, financial impropriety, or misuse of Organization resources.
- Violations of federal, state, or local laws.
- Unethical business conduct or practices.
- Unsafe or inappropriate conduct in the workplace.

- Violations of the Organization's policies, including conflict-of-interest policies.

## **Reporting Procedure**

### **1. Initial Reporting:**

- Concerns should be reported promptly to the Executive Director.
- If the concern involves the Executive Director, it should be reported directly to the Board President.

### **2. Anonymous Reporting:**

- Reports may be made anonymously. However, providing contact information may help in conducting a more thorough investigation.

### **3. Documentation:**

- The report should include as much detail as possible (names, dates, descriptions, supporting documents) to allow for proper investigation.

## **Investigation**

- The Executive Director or Board President will ensure that reported concerns are investigated promptly, thoroughly, and confidentially to the extent possible.
- Findings will be reported to the Board of Directors or a designated committee.
- Corrective action will be taken as appropriate, up to and including termination of employment, removal from office, or referral to law enforcement.

## **Protection from Retaliation**

- No director, officer, employee, or volunteer who, in good faith, reports a concern shall suffer harassment, retaliation, or adverse employment/volunteer consequences.

- Anyone who retaliates against an individual for reporting a concern in good faith will be subject to disciplinary action, up to and including termination or removal.

## **Acting in Good Faith**

- Reports must be made in good faith and based on a reasonable belief that misconduct or a violation has occurred.
- Individuals who knowingly make false or malicious allegations may be subject to disciplinary action.

## **Distribution of Policy**

- A copy of this Whistleblower Policy shall be distributed to all directors, officers, employees, and volunteers of Up With Books, Inc.
- The policy shall also be posted or otherwise made readily available.

## **Approval**

This Whistleblower Policy was adopted by the Board of Directors of Up With Books, Inc. on 11/1/2020.