

ABE BROWN MINISTRIES
Board of Trustees

Whistleblower Policy

Extracted and customized from National Council of Nonprofits Sample

Abe Brown Ministries requires Trustees, officers, Employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As Trustees, employees, volunteers, and other Abe Brown Ministries representatives, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. All Trustees, employees, volunteers, and Abe Brown Ministries associated representatives will be trained on this policy and NONPROFIT'S prohibition against retaliation in accordance with this policy.

Reporting Responsibility

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

No Retaliation

It is contrary to Abe Brown Ministries' values for anyone to retaliate against any Trustee, officer, employee, volunteer, or other Abe Brown Ministries representatives 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 Abe Brown Ministries. A Trustee, officer, employee, volunteer, or other Abe Brown Ministries representatives who engages in retaliatory conduct against someone who has reported a violation in good faith is in violation of this policy and is subject to disciplinary action up to and including dismissal from the Board of Trustees or termination of employment.

Reporting Procedure

Abe Brown Ministries has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If an individual is uncomfortable speaking with a supervisor or the individual is not satisfied with the supervisor's response, the individual is encouraged to speak with the Chief Executive Officer (CEO), or the designated representative. Abe Brown Ministries Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the Abe Brown Ministries' CEO, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, the CEO, or the designated representative of Abe Brown Ministries.

Compliance Officer

The Abe Brown Ministries CEO is the Compliance Officer, and is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Trustees of all complaints and their resolution and will report at least annually to the Board of Trustees on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Abe Brown Ministries Compliance Officer (CEO) shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee 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

The Abe Brown Ministries Compliance Officer (CEO) 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.

Compliance Officer:

Robert P. Blount, III

Chief Executive Officer

Tele: (813) 247-3285, Ext 203; Email: Robert.Blount@abebrown.org

Policy approved by the Board of Directors on September 24, 2022.

IN WITNESS WHEREOF, the parties acknowledge that they have received, reviewed and understand the Whistle Blower Policy and shall comply with the terms herein.

TRUSTEE

Trustee Signature: _____

Trustee Name (print): _____

Date: _____

WITNESS

Witness Signature: _____

Witness Name (print): _____

Witness Title: _____

Date: _____