

Bettie Brand Mothers' Empowerment Fund Whistleblower Protection Policy

Bettie Brand Mothers' Empowerment Fund, Inc. ("BBMEF") 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 BBMEF, 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 BBMEF can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about ethical violations or suspected violations of law or regulations that govern BBMEF's operations.

No Retaliation

It is contrary to the values of BBMEF for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports a violation of the Code of Ethics, 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 BBMEF. 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

BBMEF has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor or the Board President. If you are not comfortable speaking with your supervisor or the Board President or you are not satisfied with that individual's response, you are encouraged to speak with another board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Board, who has the responsibility to investigate all reported complaints.

Accounting and Auditing Matters

Employees or Board members shall immediately notify the Board President or Finance Committee of any concerns or complaint regarding organization 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 Board President 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.

Deborah Haughton
Secretary

Policy approved by the BBMEF Board of Directors on October 10, 2024