

Whistleblower Protection Policy

Ramapo-Bergen Animal Refuge, Inc. requires directors, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Ramapo-Bergen Animal Refuge, Inc., 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 Ramapo-Bergen Animal Refuge, Inc. 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 Ramapo-Bergen Animal Refuge, Inc.'s code of ethics or suspected violations of law or regulations that govern Ramapo-Bergen Animal Refuge, Inc.'s operations.

No Retaliation

It is contrary to the values of Ramapo-Bergen Animal Refuge, Inc. for anyone to retaliate against any board member, officer, 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 Ramapo-Bergen Animal Refuge, Inc. 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

Ramapo-Bergen Animal Refuge, Inc. has an open door policy and suggests that employees and volunteers 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, or your concern relates to the Executive Director, you are encouraged to speak with the President of the Board of Trustees. Employees with concerns or complaints may also submit their concerns in writing directly to the Executive Director. The Executive Director or President of the Board of Trustees has the responsibility to investigate and resolve all reported complaints.

Accounting and Auditing Matters

The Executive Director shall immediately notify the 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 Executive Director or President of the Board of Trustees 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.

Policy approved by the Board of Directors on 12/12/11.