

Christian Union Whistleblower Policy

Christian Union 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 Christian Union, 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 to raise serious concerns internally so that Christian Union can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about suspected violations of law or regulations that govern Christian Union's operations.

No Retaliation. It is contrary to the values of Christian Union for anyone to retaliate against any employee who in good faith reports a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Christian Union. 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. Christian Union has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their manager. If you are not comfortable speaking with your manager or you are not satisfied with your manager's response, you are encouraged to speak with the VP of Operations. Managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the VP of Operations, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their manager or the VP of Operations, who is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The VP of Operations will advise the President, Chief Executive Officer and the Board of Trustees of all complaints and their resolution. In case of a complaint or concern involving the VP of Operations, the employee should submit their concern to the President.

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. Christian Union's VP of Operations 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.