

# Snow Leopard Trust

## Whistleblower Policy

### **General**

The Trust 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 the Trust, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer or employee who in good faith reports any act of fraud or any violation of any applicable law, rule, regulation, or ethical standard (collectively a "Violation") shall suffer harassment, retaliation or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Trust.

### **Reporting Violations**

The Trust encourages employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the organization whom you are comfortable in approaching. In the case of a Violation, you are required to bring this matter to the attention of the Executive Director or a Member of the Trust's Board of Directors.

### **Acting in Good Faith**

Anyone filing a complaint concerning a Violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a Violation. Complaints not meeting this standard will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected Violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. 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 Board Member will notify the sender 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.