	Subject: Whistleblower Protection Policy	10-01004
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I. Policy

Kenyarelieff.org Code of Conduct requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.


The objectives of the Kenyarelieff.org Whistleblower Protection Policy are to establish guidelines and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters.
- The protection of directors, volunteers and employees reporting concerns from retaliatory actions

This policy is intended to encourage and enable employees, volunteers and others to raise serious concerns internally so that Kenyarelieff.org 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 Kenyarelieff.org code of ethics or suspected violations of law or regulations that govern the organization's operations.

It is contrary to the values of Kenyarelieff.org 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 the organization. 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.

Kenyarelieff.org has an open door policy and suggests that employees, directors and / or volunteers share their questions, concerns, suggestions or complaints with their direct supervisor. Employees who are not comfortable speaking with their supervisor or are not satisfied with their supervisor's response, are encouraged to speak with any Board of Director's member. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to any member of the board of Directors, who has the responsibility to bring the written concern to the attention to all other board members. The "Board" has the responsibility to *investigate* all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Executive Director. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and addressed directly to the Kenyarelieff.org's office to the attention to the Board of Directors.

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II. Handling of Reported Violations

The Board of Directors shall address all reported concerns. The Chairman shall notify the President, the administrative secretary and all other members of the executive board of such report. The Chairman will notify the sender (if known) and acknowledge the receipt of the Concern within five (5) business days, if possible.

All reports will be promptly investigated by the Board, and appropriate corrective actions will be recommended, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

III. 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 and may result in discipline, up to and including dismissal from a volunteer position or termination of employment.

Reports of concerns and investigations, will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Attachment: Whistleblower Report Form
Whistleblower Protection Tracking Report Form