



Whistleblower Policy Foster Your Future

I. Purpose

The purpose of this Whistleblower Policy (Policy) is to provide a clear, confidential process for reporting concerns related to potential unethical, illegal, or improper conduct within Foster Your Future (FYF). This policy applies to all employees, volunteers, directors, officers, and contractors working with or on behalf of FYF. Maintaining a safe environment for foster adults and conducting its activities with integrity and transparency is FYF's commitment.

II. Policy Statement: Encourages reporting of any concerns regarding unethical, illegal, or improper conduct, including but not limited to:

- * Financial fraud or mismanagement
- * Violation of laws, rules, or regulations
- * Misuse of Organization resources
- * Abuse or neglect of foster adults
- * Discrimination, harassment, or retaliation
- * Any other conduct harmful to FYF's mission or reputation.

FYF prohibits retaliation against individuals who report concerns in good faith and will take appropriate action to address any complaints made.

III. Reporting Procedure

1. How to Report: Individuals can report concerns either anonymously or by person. Reports can be made to: *The Executive Director *designated staff member *The Board of Directors
Concerns can be reported in writing, by email, or in person.

2. Confidentiality:

All reports will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation. Information related to the report will only be disclosed to those who need to know in order to conduct the investigation.

IV. Investigation of Reports:

Initial Review: Upon receipt of a whistleblower report, the designated person(s) will review the issue raised and determine whether a full investigation is necessary.

Investigation Process: If an investigation is warranted, FYF will conduct it promptly, thoroughly, and impartially. Relevant facts will be gathered, and the individual with concerns will be kept informed.

Outcome: After the investigation, FYF will take corrective action if necessary, which may include disciplinary measures, changes in policies, or reporting violations to appropriate authorities.

V. Protection Against Retaliation

1. FYF strictly prohibits retaliation against any individual who reports a concern in good faith. Retaliation may include, termination, demotion, harassment, or other adverse action taken as a result of the report.
2. Any individual who believes they have been subjected to retaliation should report the matter immediately, and FYF will take appropriate action to stop the retaliation and protect the whistleblower.

VI. Good Faith Reporting

FYF encourages all reports to be made in good faith. However, individuals who knowingly make false accusations or reports for malicious purposes will be subject to disciplinary action.

VIII. Review

1. This Policy will be reviewed annually by the Board of Directors.
2. This policy ensures that FYF can maintain an ethical environment.