

Children's Shelter of Cebu Whistleblower Policy

General

Children's Shelter of Cebu (CSC) expectations for Employee Conduct ("Code"), as defined in the personnel manual, 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 CSC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The scope of this document relates to all staff under the payroll of the U.S. organization of Children's Shelter of Cebu. This includes missionaries in Cebu and staff in the U.S. office.

Reporting Responsibility

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

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code 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 CSC prior to seeking resolution outside CSC.

Reporting Violations

The Code addresses CSC's open door policy and suggests that employees 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 the employee is not comfortable speaking with his/her supervisor or is not satisfied with his/her supervisor's response, they are encouraged to speak with someone on the board of directors or anyone in management whom he/she is comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to CSC's Board Chair, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when the employee is not satisfied or uncomfortable with following CSC's open door policy, individuals should contact the Board Chair directly.

Board Chair – Compliance Role

CSC's Board Chair is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the President, HR Director and/or Executive Committee as appropriate.

Accounting and Auditing Matters

The Treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Board Chair shall immediately notify the Treasurer of any such complaint and work with the Treasurer until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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 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 HR Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Board Chair

Children's Shelter of Cebu Management Staff