

Whistleblower Policy

The 30-Days Foundation

www.the30-daysfoundation.org

Statement of Ethics

The 30-Days Foundation requires directors, officers, employees, and volunteers to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Organization, all individuals must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable federal, state, and local laws and regulations.

1. Purpose

This Whistleblower Policy is intended to encourage and enable employees, board members, volunteers, and other stakeholders to raise serious concerns internally so that The 30-Days Foundation can address and correct inappropriate conduct and actions.

This policy provides a clear process for reporting suspected violations of law, regulation, organizational policy, or ethical standards, while protecting individuals who report concerns in good faith from retaliation.

2. Scope

This policy applies to all individuals acting on behalf of The 30-Days Foundation, including:

- Members of the Board of Directors
 - Officers and organizational leadership
 - Employees
 - Volunteers
 - Independent contractors and consultants
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3. Reporting Responsibility

It is the responsibility of all board members, officers, employees, and volunteers to report concerns in good faith regarding:

- Violations of the Organization's code of ethics or other policies
- Suspected illegal activities, fraud, theft, or financial misconduct
- Accounting, auditing, or financial reporting irregularities
- Misuse or misappropriation of charitable funds or assets
- Danger to public health or safety related to organizational activities
- Conflicts of interest not properly disclosed or managed

- Retaliation against individuals who raise concerns
- Other serious improper activities or practices that threaten the Organization's mission, integrity, or public trust

This policy is not intended to address routine personnel matters or interpersonal workplace issues unrelated to legal or ethical concerns.

4. How to Report a Concern

Concerns should be reported as soon as reasonably possible to allow for prompt review and investigation. Reports may be made orally or in writing.

Concerns may be reported to:

- The Executive Director (unless the concern involves that individual)
- The Board Chair
- Any member of the Board of Directors

If the concern involves a member of leadership or the Board, the report should be made directly to the Board Chair or another Board officer.

Anonymous reports are permitted. While anonymous reports will be reviewed, providing contact information may assist the Organization in conducting a more thorough investigation.

Any board member or supervisor who receives a report under this policy is responsible for promptly forwarding the concern to the Board Chair or a designated Board committee for review.

5. No Retaliation

The 30-Days Foundation strictly prohibits retaliation against anyone who, in good faith:

- Reports a concern under this policy
- Provides information or assistance in an investigation
- Participates in related proceedings

Retaliation includes, but is not limited to, termination, demotion, suspension, harassment, intimidation, reduction in hours or responsibilities, or any other adverse action affecting an individual's relationship with the Organization.

Any act of retaliation should be reported immediately and will be treated as a separate and serious violation of this policy, subject to disciplinary action up to and including termination of employment or removal from the Board.

Protection under this policy applies even if the reported concern is later determined to be unfounded, provided it was made in good faith and without malicious intent or knowledge of falsity.

6. Investigation and Response

All reported concerns will be taken seriously and reviewed promptly, fairly, and objectively. Oversight of investigations rests with the Board of Directors or a designated Board committee.

Investigations may be conducted internally or, when appropriate, by external advisors such as legal counsel or accounting professionals to ensure independence and objectivity.

To the extent appropriate, the Organization will acknowledge receipt of the report, keep the reporting individual informed of progress, and document findings and any corrective actions taken.

Serious matters, including those involving potential criminal conduct or significant legal risk, may be referred to law enforcement or regulatory authorities.

7. Confidentiality

The Organization will endeavor to maintain the confidentiality of the reporting individual and the information disclosed, to the extent consistent with conducting a thorough investigation and complying with legal obligations.

Complete confidentiality cannot always be guaranteed, particularly where disclosure is required by law or necessary to protect the rights of individuals or the Organization.

8. False or Malicious Reports

Anyone who knowingly makes a false or malicious report, or who provides information with reckless disregard for the truth, may be subject to disciplinary action, up to and including termination of employment or removal from the Board.

This provision does not apply to good-faith reports that later prove to be inaccurate.

9. Oversight and Administration

The Board of Directors is responsible for administering this policy, including receiving reports, overseeing investigations, and ensuring appropriate corrective action is taken.

This policy will be reviewed periodically and updated as necessary to reflect changes in law or nonprofit governance best practices.

10. Acknowledgment and Adoption

All employees, board members, and key volunteers should receive a copy of this policy and acknowledge in writing that they have read and understand it.

This Whistleblower Policy was adopted by the Board of Directors of The 30-Days Foundation on **2/01/2026** and is effective immediately.
