

## Financial Responsibility Policy

The Foundation is committed to complete financial reporting and strong financial stewardship. To that end, the Foundation has an integrated system of internal controls, which includes a series of checks and balances designed to maintain an accurate and transparent accounting of our operational activities. One part of the system is to provide staff members with an open and anonymous channel to senior management and a direct channel to the Board of Directors that can be used to report suspected financial fraud, waste or abuse.

Employees are encouraged to report concerns about the Foundation's financial operations directly to John Jenks, the Foundation's Treasurer. Individuals making such reports may request anonymity.

If individuals wish, they can make such a report with complete anonymity by email address, which will be forwarded to the Treasurer with any identification about the sender removed. *[Please note: An email address dedicated to this topic is provided to employees as part of this policy. For privacy reasons this information is not included in this public version of the policy.]*

If the concern is not addressed, or if the individual feels it cannot be addressed directly by the senior management, the individual is encouraged to contact the Chair of the Audit Committee of the Board of Directors. *[Please note: The Chair's name, email address, and phone number are provided to employees as part of this policy. For privacy reasons this information is not included in this public version of the policy.]*

### **No Retaliation**

The Foundation strongly disapproves of and will not tolerate any form of retaliation against an employee who reports concerns in good faith regarding the Foundation's operations. An employee who has made a report of suspicious conduct and who subsequently believes he or she has been subjected to retaliation should immediately report it to the Treasurer or the Human Resources Manager, as appropriate.

### **Posting of This Policy**

This policy is to be posted in the Foundation's offices, included in the employee handbook and regularly communicated to the entire staff. Included in the posting will be the current contact information for the Chair of the Audit Committee, as well as instructions on how to make an anonymous report.