



**KING'S HOME**  
Where Hope Lives

# **KING'S HOME**

## **WHISTLEBLOWER POLICY**

### **General Purpose -**

King's Home strives to operate with the highest ethical standards while treating others the way we would like to be treated. Our intent is to keep Christ in the center of all we do and glorify God with our actions.

### **Objectives of Policy –**

King's Home encourages employees and others to raise serious concerns internally in order to address and correct inappropriate conduct or actions. We also want to create a healthy environment to investigate concerns and protect person(s) reporting the concern.

### **Reporting Responsibility -**

Board members, officers, employees and volunteers have responsibility to report concerns about violations of King's Home values or ethical standards or suspected violations of law or regulations that govern operations. All employees agree to this policy by signing an Employee Protection (Whistleblower) policy upon starting employment with King's Home.

### **No Retaliation -**

It is contrary to the values of King's Home 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 King's Home. 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.

### **Reporting Procedures -**

King's Home has an open door policy and encourages employees to share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with King's Home President. In certain cases, it may be necessary to report the concern to the Chairman of the Board of Directors. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, the Director of Human Resources or the President.

### **Human Resource (HR) Director –**

King's Home HR Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The HR Director will advise the President and/or the Chairman of the Board of Directors of complaints and their resolution. If the issue relates to accounting mismanagement or alleged financial improprieties, it would be reported to the President and/or Chair of King's Home Finance Committee.



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#### **Accounting and Auditing Matters -**

The HR Director reports any credible concerns or complaints regarding corporate accounting practices, internal controls or auditing to the President and/or Chair of the Finance Committee. All reports would be promptly investigated by the Finance Committee and appropriate corrective action, if warranted, will be recommended to the Board of Directors.

#### **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.

#### **Confidentiality -**

Violations or suspected violations may be submitted on a confidential basis by the complainant. 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 person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.