

Holiday Lake 4-H Educational Center Whistleblower Protection Policy

The whistleblower protection policy is being implemented for Holiday Lake 4-H Educational Center to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just to those that operate for profit.

An employee or volunteer of Holiday Lake 4-H Educational Center, who reports waste, fraud, or abuse will not be terminated or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems – including termination of employment, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination. If the investigation finds that the employee or volunteer reporting does so with malicious intent they shall not be protected under this policy.

There are several ways to make a report of suspected waste, fraud, or abuse:

- A verbal report to the Center Director or Chairman of the Board of Directors
- Submit a report in writing to the Center Director or Chairman of the Board of Directors.

The report will be investigated by:

- The Center Director taking steps to collect facts through the use of interviews and written documents.
- The Chairman of the Board of Directors Director taking steps to collect facts through the use of interviews and written documents.

Follow up to report findings:

- Provide the person filing the report with a summary of findings.
- Take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, contact law enforcement to deal with any criminal activities.