

# POLICY AND PROCEDURE I

## Whistle Blower Policy

### **General**

The Corporation requires that Directors, Officers and employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the East Haddam Land Trust, INC (EHLT), we must practice honesty and integrity in fulfilling our responsibilities and comply with all by-laws, policies, procedures, applicable laws and regulations.

### **Reporting Responsibilities**

It is the responsibility of the Board of Directors to comply with the Corporation's by-laws and policies and procedures and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer, employee, third party contractor or member who in good faith reports a violation shall suffer harassment, retaliation or adverse consequence.

### **Reporting Violations**

The EHLT has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with any board member.

### **Compliance**

The EHLT Board of Directors are responsible for investigating and resolving all reported complaints and allegations concerning violations of the by-laws and policies and procedures.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the by-laws or policies and procedures of the EHLT, 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 criminal offense.

### **Confidentiality**

Violations or suspected violations may be submitted to the President of the EHLT on a confidential basis by the complainant or may be submitted anonymously. If the complaint involves the President, the complaint shall be submitted to the next highest officer (Vice-President, Secretary, and Treasurer). As a last recourse, the submittal can be made to any other Director. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct the investigation.

