

Community Soup Kitchen and Outreach Center, Inc.

Whistleblower Policy

The Community Soup Kitchen and Outreach Center, Inc. requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Community Soup Kitchen and Outreach Center, Inc., we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that The Community Soup Kitchen and Outreach Center, Inc. can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of, or suspected violations of, law or regulations that govern The Community Soup Kitchen and Outreach Center, Inc.'s operations.

No Retaliation

It is contrary to the values of The Community Soup Kitchen and Outreach Center, Inc. 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 The Community Soup Kitchen and Outreach Center, Inc. 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 Procedure

The Community Soup Kitchen and Outreach Center, Inc. has an open door policy and suggests that employees 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 the Executive Director. If the complaint involves the Executive Director, or you are not satisfied with the Executive Director's response, you are encouraged to speak to the President of the Board of Directors.

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Community Soup Kitchen and Outreach Center, Inc.'s Executive Director, or if the allegation involves the Executive Director, to the President of the Board of Directors.

Executive Director

The Community Soup Kitchen and Outreach Center, Inc.'s Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will advise the President and Executive Committee of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

All complaints that involve the Executive Director will be investigated and resolved by the President of the Board, and the President of the Board will advise the Executive Committee of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Community Soup Kitchen and Outreach Center, Inc.'s Executive Director shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

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 Community Soup Kitchen and Outreach Center, Inc.'s Executive 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.