

EAST CASCADES AUDUBON SOCIETY ***Standard of Conduct and Whistleblower Policy***

Standard of Conduct

The East Cascades Audubon Society (ECAS) requires directors and officers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. As of the date of adoption of the Standard of Conduct and Whistleblower Policy, we do not have employees. However, the Standard of Conduct and Whistleblower Policy also apply to any future employees.

Purpose of Whistleblower Policy

This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns about ethics within ECAS before seeking resolution outside the organization. It is the responsibility of all directors, officers, and employees to comply with this Standard of Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

Reporting Violations

Individuals should report violations or suspected violations to someone who can address them properly, typically a person who supervises or is responsible for their work. The person to whom the report is made must report the violation or suspected violation to the ECAS Compliance Officer. For suspected fraud, or if an individual is not comfortable reporting the violation or suspected violation to a person who supervises their work, the individual should contact the ECAS Compliance Officer directly.

Confidentiality

Violations and suspected violations may be reported on a confidential basis or may be reported anonymously. These reports will be kept confidential to the extent consistent with the need to conduct an adequate investigation.

Compliance Officer

The Compliance Officer is appointed annually by the ECAS Board of Directors at its first meeting of the calendar year and is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Standard of Conduct. The Compliance Officer has direct access to the President of ECAS and to the Executive Committee of the Board of Directors and is required to report to the Board of Directors on compliance activity at the close of each calendar year.

Accounting and Auditing Matters

If concerns or complaints arise regarding ECAS accounting practices, internal controls, or auditing, the Compliance Officer must immediately notify the Finance Committee, if one exists, and work with the Finance Committee until the matter is resolved. If ECAS does not have a Finance Committee, the Compliance Officer must immediately ask the Executive Committee to appoint an ad hoc investigating committee and work with that committee until the matter is resolved.

Good Faith and Non-Retaliation

ECAS expects that any complaint concerning a violation or suspected violation of the Standard of Conduct will be made in good faith. It is ECAS policy that individuals who make complaints in good faith will not be harassed, retaliated against, or suffer adverse employment consequences. Any person who retaliates against an individual who has reported a violation or suspected violation in good faith is subject to discipline up to and including removal from the Board of Directors or termination of employment.

However, if a complaint proves to have been made with knowledge that it was false, and investigation establishes that the allegation was unfounded, the complaint will be treated as having been made without good faith and the individual making the complaint is subject to discipline up to and including removal from the Board of Directors and termination of employment.

Handling Reported Violations

The Compliance Officer will acknowledge receipt of complaints within five business days. All reports will be investigated promptly. If investigation establishes that corrective action is needed, this action will be taken promptly by the Compliance Officer, Executive Committee, or Board of Directors, as appropriate.

Adopted by the Board of Directors on April 5, 2011.

Signed:

Mary Oppenheimer

Mary Oppenheimer, Secretary
East Cascades Audubon Society