



## **Whistleblower Policy:**

4 Paws For Ability, Inc., an Ohio non-profit corporation ("4 Paws"), is dedicated to aligning with its tax-exempt purpose and fully complying with all relevant laws, rules, and regulations.

### Prohibited Activities include:

- Actions that may result in incorrect financial reporting;
- Unlawful or fraudulent behavior;
- Unethical conduct;
- Violations of 4 Paws' policies;
- Any serious misconduct.

This policy applies to all matters related to 4 Paws' business and does not cover personal actions unrelated to 4 Paws' activities. Individuals who reasonably believe that any board member, employee, client, volunteer, or donor has engaged in a Prohibited Activity are required to report their concerns immediately using the designated reporting channels outlined in the Complaint Process.

*4 Paws is committed to ensuring that no individual will face retaliation for:*

(a) Reporting a Prohibited Activity in good faith through the Complaint Process; (b) Participating in any resulting investigation or proceeding in good faith; or (c) Exercising their rights under state or federal laws to protect their rights.

## **Complaint Process:**

*At 4 Paws for Ability, we are dedicated to providing the best possible experience for everyone involved in our mission. We understand that sometimes things don't go as expected, and we want to make it easy for you to share any concerns or feedback you may have. Our complaint process is designed to be straightforward and supportive, ensuring your voice is heard and addressed with care. Whether you have a question, a suggestion, or a complaint, we are here to listen and work together toward a positive resolution.*

**Step 1: Direct Resolution** Start by addressing the complaint directly with the individual involved. This allows the person to explain the situation and offer an immediate resolution.

**Step 2: Formal Complaint** If you are not satisfied with the response or are uncomfortable addressing the issue directly:

- Staff Members: Submit a formal complaint to your supervisor. If the issue involves harassment or discrimination as outlined in the Employee Handbook, the HR Representative must be involved.
- Clients and Volunteers: Submit a formal complaint to the respective program manager or director
- Other Individuals: Proceed directly to Step 3.

**Step 3: Executive Director Review** If you are still dissatisfied with the resolution, you can escalate the concern to the 4 Paws Executive Director, who will work to review the situation and share a determination.

**Step 4: Board of Directors Appeal** If the response from the Executive Director is unsatisfactory, you can appeal to the Board of Directors. The Governance Committee will review the case and make a final decision. You can reach them at [4PawsforAbilityFeedback@gmail.com](mailto:4PawsforAbilityFeedback@gmail.com).

This policy is subject to change at the discretion of the Board of Directors.