



## **Whistleblower Policy**

The Los Angeles County Animal Care Foundation (Foundation) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees, board members, and representatives of the Foundation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

## **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees, volunteers, and others to raise serious concerns internally so the Foundation 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 the Foundation's code of ethics or suspected violations of law or regulations that govern the Foundation's operations.

## **No Retaliation**

The Foundation prohibits retaliation by or on behalf of the organization for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. An employee or board member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from board service. Retaliation complaints must be filed as soon as possible following any retaliation behavior. This protection from retaliation is not intended to prohibit the Board from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance or issue related factors.

## **Reporting Procedure**

The Foundation directs that employees or volunteers report their questions, concerns, suggestions or complaints to the president of the board and the director of the Department of Animal Care and Control (director). If the president is implicated in the matter, they should not receive the complaint and it should instead be directed to the director of the department. If the director is implicated in the matter, they should not receive the complaint and it should instead be directed to the president.

## **Accounting and Auditing Matters**

The Foundation's president and/or director will immediately notify the treasurer of any concerns or complaint regarding corporate accounting practices, internal controls, or auditing.



## Animal Care Foundation Policy

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### Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must act in good faith and have reasonable grounds to believe the information disclosed indicates a violation. Any person making allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will face discipline up to and including termination of employment, volunteer service, or board service.

### 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. Anonymous complaints will be received but may be difficult to investigate because there is no identified complainant with which to corroborate information. This may hamper the ability to conduct a full investigation.

### Handling of Reported Violations

The Foundation's president 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. The president will notify the complainant when the investigation has been completed but will not share confidential details with the complainant.

*Abby J Douglass*

Abby J Douglass (Jun 3, 2020 18:35 PDT)

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Abby Douglass, President

Jun 3, 2020

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Date