



Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of Washington Women's Employment & Education (hereafter, referred to as WWEE) is in violation of law, a written complaint must be filed by that employee with CEO or the Board President. It is the intent of WWEE to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of WWEE and provides WWEE with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

WWEE will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of WWEE, or of another individual or entity with whom WWEE has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

WWEE will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of WWEE that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Insofar as possible, the confidentiality of the employee reporting a good faith complaint will be maintained. However, the identity of the employee may have to be disclosed to conduct a thorough investigation and to comply with the law and provide accused individuals their legal rights of defense.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date