**WHISTLEBLOWER POLICY:**

**REPORTING SUSPECTED VIOLATIONS OF LAW AND POLICY**

**Sample Land Trust** (“**SLT**”) is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the **SLT**’s business practices, specifically:

1. reporting suspected violations of law on the part of the **SLT**, including but not limited to federal laws and regulations;
2. providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and
3. identifying potential violations of **SLT** policy.

An employee who wishes to report a suspected violation of law or **SLT** policy may do so confidentially by sending an e-mail to any or all of the individuals listed below:

[**NAME**], Executive Director (**[EMAIL]**)

[**NAME**], President (**[EMAIL]**)

[**NAME**], Treasurer (**[EMAIL]**)

**SLT** expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of **SLT** policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the employee's immediate supervisor, the Executive Director, or the President of **SLT**. Staff who receive complaints of retaliation must immediately inform the Executive Director or the President of the **SLT**.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. A Special Committee or Investigator appointed by the Board of Directors will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Board of Directors.

**Purpose**

To provide a mechanism for employees to raise good faith concerns regarding suspected violations of law on the part of the Corporation, to cooperate in an inquiry or investigation by a court, agency, law enforcement, or other governmental body, or to identify potential violations of Corporation policy; and to protect employees who take such actions from retaliation.

**Origin**

Approved by the Board of Directors, dated **[DATE]**, revised **[DATE]**.