



LAKEVIEW PANTRY
WHISTLEBLOWER AND OPEN DOOR POLICY

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

NO RETALIATION

It is contrary to the values of the Pantry for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, harassment, suspected fraud, or suspected violation of any regulation governing the operations of the Pantry. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

REPORTING PROCEDURE

Lakeview Pantry has an open-door policy and encourages employees to share their questions, concerns, suggestions or complaints with their supervisor. If an employee is not comfortable speaking with their supervisor or they are not satisfied with their supervisor's response, employees are encouraged to speak with the CEO or the Board Chair. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to Human Resources who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, the CEO or HR.

HUMAN RESOURCES

Human Resources is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. HR will advise the CEO and/or the Board Chair of all complaints and their resolution and will report at least annually to the Board of Directors.

ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.



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.

HANDLING OF REPORTED VIOLATIONS

HR 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.

Kellie O'Connell
CEO
Lakeview Pantry