

NORTH DALLAS SHARED MINISTRIES WHISTLEBLOWER POLICY

North Dallas Shared Ministries (NDSM) requires members of the Governing Board, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of NDSM must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that NDSM can address and correct inappropriate conduct and actions. It is the responsibility of all members of the Governing Board, employees and volunteers to report concerns about violations of NDSM's values or suspected violations of law or regulations that govern NDSM's operations.

No Retaliation

It is contrary to the values of NDSM for anyone to retaliate against any member of the Governing Board, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud or suspected violation of any regulation governing the operations of NDSM. 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

NDSM has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the Executive Director or any member of the Governing Board. The President of the Governing Board has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Executive Director or the Governing Board's president.

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

The President of the Governing Board 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.

