

# **Whistleblower Policy**

## **I. General**

Berdoa International Prayer Ministries expects its directors, officers, employees, and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Berdoa International Prayer Ministries, *we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.*

## **II. Reporting Responsibility**

It is the responsibility of all directors, officers, and employees to report Wrongful Conduct by this Whistleblower Policy.

## **III. Wrongful Conduct**

*“Wrongful Conduct” is defined in this Whistleblower Policy to include: a serious violation of Berdoa International Prayer Ministries policy; a violation of applicable state and federal law; or the use of Berdoa International Prayer Ministries property, resources, or authority for personal gain or other non-organization-related purpose except as provided under Berdoa International Prayer Ministries policy.*

This definition of *Wrongful Conduct* is not intended to be an exclusive listing of the illegal or improper activity encompassed by the *Whistleblower Policy*. Rather, the *Whistleblower Policy* is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of Berdoa International Prayer Ministries.

## **III. No Retaliation**

No director, officer, or employee who in good faith reports *Wrongful Conduct* will suffer harassment, retaliation, or adverse employment consequences. Any director, officer, or employee who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or removal from the board or directors, as applicable.

This *Whistleblower Policy* is intended to encourage and enable employees and others to raise serious concerns within Berdoa International Prayer Ministries before seeking resolution outside Berdoa International Prayer Ministries.

#### **IV. Reporting Wrongful Conduct**

Berdoa International Prayer Ministries encourages its directors, officers, and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any director, officer, or employee may report *Wrongful Conduct* to the Executive Director or a board of directors member. **The Executive Director, and all members of the board of directors to whom a report of *Wrongful Conduct* are made are required to immediately advise the full board of directors of such report of *Wrongful Conduct*.**

#### **V. Acting in Good Faith**

Anyone filing a complaint of *Wrongful Conduct* must be acting in good faith and have reasonable grounds for believing the information disclosed indicates *Wrongful Conduct*. *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.*

#### **VI. Confidentiality**

Reports of *Wrongful Conduct* or suspected *Wrongful Conduct* may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of *Wrongful Conduct* or *suspected Wrongful Conduct* will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### **VII. Handling of Reported Wrongful Conduct**

A representative of the board of directors will notify the sender and acknowledge receipt of the reported *Wrongful Conduct* or suspected *Wrongful Conduct* within five business days unless such a report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.