

WHISTLEBLOWER PROTECTION POLICY MONARCH EMPLOYEE CARE FUND

The Board of Directors of the Monarch Employee Care Fund requires all directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Monarch Employee Care Fund, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable staff and others to raise serious concerns internally so that the Monarch Employee Care Fund can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, staff, and volunteers to report concerns about violations of the Monarch Employee Care Fund code of ethics or suspected violations of law or regulations that govern the Monarch Employee Care Fund operations.

No Retaliation

It is contrary to the values of the Monarch Employee Care Fund for anyone to retaliate against any board member, officer, staff, 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 the Monarch Employee Care Fund. Any staff who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination.

Reporting Procedure

The Monarch Employee Care Fund has an open-door policy and suggests that staff and volunteers share their questions, concerns, or complaints with the Board of Directors which has the responsibility to investigate all reported complaints. Such concerns or complaints may be submitted by written report, email, telephone, or in person, and may be submitted anonymously if so desired.

Send written report to:
Terri Bernhardt, Executive Director
Monarch Employee Care Fund
350 Pee Dee Avenue, Suite 101
Albemarle, NC 28001

Send email to:
complaints@MonarchEmployeeCareFund.org

Telephone to:
Terri Bernhardt, Executive Director
(704) 986-1500

If you are not comfortable contacting the Board of Directors, or you are not satisfied with its response, you are encouraged to contact Gardner Skelton, PLLC by written report, email, telephone, or in person. You may also contact Gardner Skelton anonymously if so desired.

Send written report to:
Gardner Skelton, PLLC
Attn: Fred Parker
505 East Boulevard
Charlotte, NC 28203

Send email to:
fred@gardnerskelton.com

Telephone to:
(704) 335-0350

Handling of Reported Violations

All reports shall be taken seriously and promptly investigated. Appropriate corrective action will be taken if warranted by the investigation.

The person or persons charged with alleged impropriety shall be given an opportunity to respond to the allegations in person or in writing. Even if the matter is determined not to constitute improper conduct, the individual making the report will not be retaliated against. That person shall not be subject to any punishment or any kind of discrimination in retaliation for making the report.

Accounting and Auditing Matters

The Board of Directors shall be notified immediately of any concerns or complaints regarding corporate accounting practices, internal controls or auditing until the matter is resolved.

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 substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations of suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Monarch Employee Care Fund will maintain confidential records of all actions taken under this Policy.