



National Council of Jewish Women

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Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of NCJW, Inc. is in violation of law, including the possible fraudulent or dishonest use of NCJW, Inc. resources or property by management, staff, volunteers or members, a written complaint must be filed by that employee with their supervisor. If for any reason an employee finds it difficult to report his or her concern to a manager or supervisor, the employee can report it directly to the Executive Director or the NCJW President.

It is the intent of NCJW, Inc. to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of NCJW, Inc. and provides NCJW, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

NCJW, Inc. will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of NCJW, Inc. or of another individual or entity with whom NCJW, Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

NCJW, Inc. will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy or practice of NCJW, Inc. that the employee reasonably believes is in violation of a law, or a regulation mandated pursuant to a law applicable to NCJW, Inc.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date

A FAITH IN THE FUTURE.

A BELIEF IN ACTION.®