

Pensacola Habitat for Humanity Whistleblower Protection Policy

Pensacola Habitat for Humanity requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Pensacola Habitat for Humanity, 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 employees and others to raise serious concerns internally so that Pensacola Habitat for Humanity can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violation of Pensacola Habitat's code of ethics or suspected violations of law or regulations that govern Pensacola Habitat for Humanity's operations.

No Retaliation

It is contrary to the values of Pensacola Habitat for Humanity 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, or suspected fraud, or suspected violation of any regulation governing the operations of Pensacola Habitat for Humanity. 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

Pensacola Habitat for Humanity has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Chief Operating Officer, Executive Director or a board member. If you are not satisfied with the response of the COO or ED you may report your concerns to Pensacola Habitat for Humanity's third party service, My Safe Workplace. You may contact My Safe Workplace by telephone, 1-800-461-9330 or through the internet, www.MySafeWorkplace.com.

My Safe Workplace

My Safe Workplace is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. My Safe Workplace will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least

annually to the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

My Safe Workplace shall immediately notify the Finance Committee/Audit Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee 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 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

My Safe Workplace 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.