

## “WHISTLEBLOWER” EMPLOYEE PROTECTION POLICY

March 30, 2011

If any member or employee of the CAEDC reasonably believes that some policy, practice or activity of the CAEDC is in violation of law, a written complaint must be filed by that member or employee with the Board of Directors.

It is the intent of the CAEDC to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all members and employees is necessary to achieving compliance with various laws and regulations.

**\* A member or employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy or practice to the attention of the CAEDC and provides the CAEDC with the reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members and employees that comply with this requirement.\***

- CAEDC shall not retaliate against a member or employee who in good faith, had made a protest or raised a complaint against some practice of the CAEDC, or of another individual or entity with whom the CAEDC 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.
- CAEDC shall not retaliate against members or employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy or practice of the CAEDC that the member or employee reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare or protection of the environment.

### Annual Review of Policy & Statement

- Each Responsible Person and new Responsible Person shall annually review the policy and sign this statement which affirms such person:
  - has received a copy of the Employee Protection (Whistleblower) policy;
  - has read and understands the policy;
  - has agreed to comply with the policy;

***I HEREBY CERTIFY*** that I have read, understood, received a copy of and shall comply by the CAEDC’s “Whistleblower” Employee Protection Policy. Further, I certify that I have been provided with an opportunity to ask questions about the policy and that I may discuss concerns with or ask our Board of Directors for interpretations of this policy.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Review by Board of Directors: \_\_\_\_\_ (Annually or as needed)