



Whistleblower Policy

Effective Date: March 30, 2025

Approved by: Jacquie Barker, Executive Director

1. Purpose

Pets Bring Joy (PBJ) requires all officers, employees, and volunteers (collectively referred to as PBJ team members) to observe high standards of business and personal ethics in the conduct of their duties. As PBJ team members, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Set forth below is PBJ's policy with respect to reporting good-faith concerns about the legality or propriety of actions or plans of PBJ or of its team members.

This Whistleblower Policy is intended to encourage and enable PBJ team members to raise serious concerns within PBJ prior to seeking resolution outside the organization.

2. Reporting of Concerns or Complaints

In accordance with this Whistleblower Policy, it is the responsibility of all officers, employees, and volunteers to report (1) violations or suspected violations of federal, state, or local law and (2) perceived unethical behavior on the part of PBJ team members.

To report concerns or complaints, any individual may communicate suspected unethical behavior, violations of applicable law, or other wrongdoing or alleged retaliation by contacting either the Executive Director or another Board member.

It is not necessary that the individual disclose their name or position in making such a report, but they should provide PBJ with as much information as possible to enable a proper investigation, including where and when the incident occurred, names and titles of the individuals involved, and as many other details as can be provided.

3. Confidentiality

PBJ will treat all communications under this policy in a confidential manner, except to the extent necessary for review by independent public accountants and/or legal counsel.

4. Retaliation

PBJ will not permit any negative or adverse actions to be taken against any PBJ team member for making a good-faith report of a possible violation of ethics or applicable law, even if the report is mistaken, or against any individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated.

Any act of alleged retaliation should be reported immediately and will be promptly investigated. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of volunteer status or employment.