

## Whistleblower Policy

### General

Girls Inc. Westchester 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 Girls Inc. Westchester, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### No Retaliation

No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Girls Inc. Westchester prior to seeking resolution outside Girls Inc. Westchester.

### Reporting Violations

Girls Inc. Westchester has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, 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 Executive Director or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the Girls Inc. Westchester's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Girls Inc. Westchester's open door policy, individuals should contact Girls Inc. Westchester's Compliance Officer directly.

### Compliance Officer

The Girls Inc. Westchester's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Director and/or the Finance Committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the Finance Committee at least annually on compliance activity. The Girls Inc. Westchester's Compliance Officer is the chair of the Finance Committee.

### **Accounting and Auditing Matters**

The Finance Committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a 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 or may be submitted anonymously. 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**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### **Audit Committee Compliance Officer:**

Jody Kamrowski, Treasurer  
2 Hannan Place  
Rye, NY 10580  
jkamrowski@me.com  
Mobile: (914) 610-0509  
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### **Girls Inc. Westchester Management Staff**

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Policy Approved by the Girls Inc. Westchester Board of Directors on September 18, 2017