## whistleblower policy

ALLENTOWN RESCUE MISSION, INC. (the “Mission”) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable federal or state laws and regulations, including those concerning accounting and auditing (individually, the “Law” and collectively, the “Laws”), and requires its Directors, officers, employees, representatives, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities for the Mission. As Directors, officers, employees, representatives, or volunteers of the Mission, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable Laws. This Whistleblower Policy (the “Policy”) outlines the procedure for employees to report actions, that the employee reasonably believes violates applicable Laws or policies of the Mission. The Policy applies to any matter which is related to the Mission business and does not relate to private acts of an individual not connected to the business of the Mission.

The Mission is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the Mission’s business practices, specifically: (1) reporting suspected violations of the Law on the part of the Mission; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of the Mission’s policies.

An employee who wishes to report a suspected violation of Law or Mission policy may do so confidentially by contacting the Manager, who, for purposes of this Policy, is designated as the Compliance Officer. In the event that a report of a suspected violation of Law or policy involves the Compliance Officer the report may be made to the President of the Board of Directors.

The Mission expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of the Law, cooperate in inquiries or investigations, or identify potential violations of Mission policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination. Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of Law or policy of the Mission should immediately report the retaliation to the Compliance Officer. In the event that a report of retaliation involves the Compliance Officer the report may be made to the President of the Board of Directors

Anyone filing a complaint concerning a violation or suspected violation of Law or policy of the Mission, or retaliation as a result of reporting a suspected violation of Law or policy of the Mission must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of Law or Mission policy, or retaliation. 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.

After receipt of the complaint, the Compliance Officer will promptly notify the reporting party and acknowledge receipt of the reported violation or suspected violation. Reports of suspected violations of Law or policy of the Mission and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Compliance Officer will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly, or indirectly through the external parties conducting the investigation where appropriate, and prepare other reports as indicated by the circumstances. In the event that a report of a suspected violation of Law or policy of the Mission or retaliation involves the Compliance Officer, then that official will not participate in the investigation and the investigation will be conducted by an external party designated by the President of the Board of Directors

A summary of all such reports will be presented to the Board of Directors. Appropriate corrective action will be taken if warranted by the investigation.