



# The Children's Cancer Foundation, Inc.

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Tax ID: 52-1319756

## Whistleblower Policy

The Children's Cancer Foundation, Inc. (CCF) 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 CCF, we must practice honesty and integrity in fulfilling our responsibilities and comply with applicable laws and regulations.

## Reporting Responsibility

This policy is intended to encourage and enable employees, directors and volunteers to raise serious concerns internally so that CCF can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, officers, employees and volunteers to report concerns about violations of CCF's policies or suspected violations of law or regulations that govern CCF's operations, misuse of CCF's assets or resources or improper destruction of documents.

## No Retaliation

It is contrary to the values of CCF for anyone to retaliate against any board member, officer, employee or volunteer who, in good faith, reports a policy violation, a suspected violation of law or regulation, or suspected fraud, misuse of assets or improper destruction of documents. 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. A Board member, officer or volunteer who so retaliates, shall also be subject to discipline, including, but not limited to, removal.

## Reporting Procedure and Confidentiality

CCF has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor or a board member. Employees, officers, board members and volunteers may also submit their reports in writing. Reports will be investigated and if indicated appropriate corrective action will be taken by CCF. Complaints and reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.





### **Auditing/Financial Matters**

The CCF President, Treasurer, Auditor or any other member of the staff or board should notify the Finance Committee of any concerns regarding corporate accounting, practices, internal controls, auditing or other concerns [until the matter is resolved.] **THOUGHTS: WHO IS ON THE FINANCE COMMITTEE AND SHOULD WE PUBLICIZE IT. ALSO, NOT SURE ABOUT INCLUDING THE BRACKETTED LANGUAGE.**

### **Acting in Good Faith**

Anyone reporting a suspected violation or improper action should be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations that prove not to be substantiated and which prove to have been submitted maliciously or known at the time to be false will be viewed as a serious disciplinary offense by the reporter.

**Policy to Be approved by the CCF Board of Directors  
May 12, 2020**

Sincerely,

A handwritten signature in black ink, appearing to read "Tasha Museles".

Tasha Museles  
President