



# Soap Donation Center, Inc.

## Whistleblower Protection Policy

Adopted by the Board of Directors on 7/13/2022

Soap Donation Center, Inc. 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 Soap Donation Center, Inc., we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Protection Policy is intended to encourage and enable employees and others to raise serious concerns internally so Soap Donation Center, Inc. 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 Soap Donation Center, Inc.'s code of ethics or suspected violations of law or regulations that govern Soap Donation Center, Inc.'s operations.

### **No Retaliation**

It is contrary to the values of Soap Donation Center, Inc. for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of Soap Donation Center, Inc. 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.

### **Reporting Procedure**

Soap Donation Center, Inc. has an open door policy and suggests employees share their questions, concerns, suggestions, or complaints with their supervisor. 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 President, or other board member, or Compliance Officer. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to Soap Donation Center, Inc.'s Compliance Officer and/or President, who have the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit concerns in writing directly to their supervisor or the organization's Compliance Officer or President.

### **Compliance Officer and President**

Soap Donation Center, Inc.'s Compliance Officer and President are responsible for ensuring all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

**Accounting and Auditing Matters**

Soap Donation Center, Inc.'s Compliance Officer and/or President shall immediately notify the Governance Committee of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a written 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. 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**

Soap Donation Center, Inc.'s Compliance Officer and/or President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Danielle Carlson



Kerri Mixon  
President, Soap Donation Center, Inc.  
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