

## **Whistle Blower Policy**

Washington Autism Alliance (WAA) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes another employee, manager or any other person related to WAA has committed or is about to commit, an offense that violates a law, regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to WAA's business and does not relate to private acts of an individual not connected to the business of WAA.

If an employee has a reasonable belief that an employee or WAA has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the CEO. If the employee does not feel comfortable reporting the information to the CEO, he/she is expected to report the information to the Board of Directors.

All reports will be followed up promptly and in conducting its investigations, WAA will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

WAA will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the CEO, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; (b) participates in good faith in any resulting investigation or proceeding; or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

WAA may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

Supervisors will be trained on this policy and WAA's prohibition against retaliation in accordance with this policy.