

Whistleblower Policy and Procedure World U.P. Foundation

Policy:

The World U.P. Foundation (“World U.P.”) embraces values of honesty, transparency, empowerment, and positive community impact, and do not condone activities that violate our policies, procedures, values, and ethics. We further do not condone illegal activity or misconduct that endangers the lives of our Community members or conflicts with the mission and vision of the organization or causes severe reputational harm to our partners.

World U.P. encourages any World U.P. Community Member, included but not limited to, Directors of the Board, members of a Board Committee (“Board Members”), employees, consultants, contractors, volunteers, and others related to the organization to report violations of any policy, procedure, value, or ethics; illegal activity; or other misconduct by anyone related to the organization. No person who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence. Any employee, board member, or volunteer who retaliates against someone who has reported a violation in good faith is the subject of discipline up to and including termination of employment.

Procedure:

1. Reports can be made to the Executive Director or a member of the Board of Directors, Executive Committee. To the extent that the activity or misconduct involves the Executive Director or a member of the Board of Directors, Executive Committee, the report can be made to one Board Member that is not involved in the misconduct.
2. Violations or suspected violations may be submitted in writing on a confidential basis by the complainant or may be submitted anonymously via the worldupfoundation.org Contact Us Form (“Anonymous Reports”). Anonymous Reports should contain adequate information to conduct a complete and thorough investigation without any additional engagement of the reporter.

3. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
4. The recipient of the complaint will notify the sender and acknowledge receipt of the violation or misconduct report within 5 business days.
5. All reports will be promptly investigated by a member of the Compliance Committee or the Executive Board as deemed appropriate. Full documentation will be kept of the investigation to include notes of verbal discussions.
6. The findings will be reported to the Executive Board who will authorize appropriate corrective action as warranted by the investigation.