

Whistleblower Policy

Policy:

1. NMDC requires and encourages directors, officers, employees and volunteers to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of NMDC of Albuquerque to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieve compliance with various laws and regulations.

Procedures:

1. Reporting Violations: If any director, officer, employee or volunteer reasonably believes that some policy, practice, or activity of NMDC is in violation of law, a written complaint must be filed by that person with the Executive Director.
2. Filing a Complaint: Anyone filing a complaint concerning a violation or suspected violation of the code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.
3. Retaliation: The complainant is protected from retaliation if she/he brings the alleged unlawful activity, policy, or practice to the attention of NMDC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.
 - 3.1. New Mexico Dream Center of Albuquerque shall not retaliate against any director, officer, employee or volunteer who in good faith, has made a protest or raised a complaint against some practice of NMDC or of another individual or entity with whom NMDC has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.
 - 3.2. NMDC shall not retaliate against any director, officer, employee or volunteer who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of NMDC that the individual reasonably believes is in violation of a law, or a

rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

4. Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
5. The Executive Director or Board President shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.