



Conservation through Poverty Alleviation International (CPALI) Whistleblower Policy

Enacted: September 2024

This whistleblower policy is designed to provide a mechanism for reporting unlawful activity or the misuse of CPALI organizational assets while protecting employees or grantees who make such reports from retaliation.

CPALI Whistleblower Policy

This policy is designed to address situations in which an employee or grantee suspects that another employee or grantee has engaged in unlawful acts or questionable conduct involving CPALI's assets. Such conduct may include theft of equipment or cash, fraudulent expense reports, misstatements of any accounts to CPALI's leadership or Board, or a conflict of interest involving an employee or grantee that results in financial harm to CPALI. CPALI encourages employees and grantees to report such questionable conduct and has established a system that allows them to do so anonymously.

Reporting Procedures

If an employee or grantee suspects unlawful conduct or conduct involving misuse of CPALI assets or in violation of the law, they may report it, anonymously if desired, and will be protected against any form of harassment, intimidation, discrimination or retaliation for making such a report in good faith. Employees or grantees can make a report to any of the following members of CPALI leadership at any time: Chair of the Board, Executive Director, or Board Treasurer. The names and contact information for these individuals are available on the CPALI internal shared drive and at the end of this policy. CPALI will promptly conduct an investigation into concerns reported, keeping the source of this information as confidential as possible, with an obligation to conduct a full and fair investigation.

Protections for Staff and Grantees Filing Whistleblower Reports

Employees or grantees who report the misuse of CPALI assets or suspicious conduct, and who subsequently believe that they have been subjected to retaliation of any

kind by any CPALI employee are directed to report this to a member of the CPALI leadership.

Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality as much as possible, consistent with a full and fair investigation. The party conducting the investigation will notify the employee or grantee of the results of the investigation.

CPALI strongly disapproves of and will not tolerate any form of retaliation against employees or grantees who report concerns in good faith regarding CPALI's operations. Any employee or grantee who engages in such retaliation will be subject to discipline up to and including termination.

Points of Contact for Filing Reports

Reports may be filed with any of the following individuals:

Executive Director, CPALI

Tel: +1 (703) 424-5520

Chair, CPALI Board of Directors

Tel: + 1 (650) 576-8253

Treasurer, CPALI Board of Directors

Tel: +1 (617) 388-9290