

## Girl Scouts of Wisconsin Southeast

### Whistle-Blower Policy

“Associates” are defined as volunteers, Council delegates, and all paid staff.

All associates have a duty to protect GSWISE assets and its reputation by reporting actions that constitute unethical, illegal or fraudulent activities so management can address them. To the extent that any associate is aware or becomes aware of any potential or actual violation of law or policy in connection with organizational business, the associate should report such matter. The associate is encouraged to report such matter in strictest confidence to their supervisor (employees) or membership contact (volunteers). If the associate is uncomfortable speaking to their supervisor or membership contact, then they are encouraged to report their concern to the Chief Executive Officer, Chief Financial Officer, or Human Resources Director. GSWISE will use its best efforts to keep the identity of the reporting person confidential and appropriate steps will be taken to prevent retaliation. Any retaliation is grounds for discipline, up to and including discharge. Associates are encouraged to identify themselves to assist the investigation; however, anonymous reports will be accepted and investigated to the extent feasible.

While all associates are encouraged to communicate directly as discussed above, the organization has partnered with an independent company that specializes in assisting associates who wish to notify management of a known or suspected violation of law or organizational policy. This independent company provides all associates with an alternative communications channel to confidentially and, if they choose, anonymously report to management a significant concern. Based on the nature and type of issue or concern, the independent company will communicate all information shared by the associate to the Audit Committee Chair and Human Resources Director. The Audit Committee Chair will report out to the audit committee at each meeting the number of issues reported by the independent company.

Information on accessing the independent company service will be posted on our website. All employees will also be given a wallet card on this service and posters will be provided at each location. The independent company is available for all associates to use.

GSWISE is committed to identifying and quickly acting upon concerns about all issues that could affect the integrity of the organization. Concerns, whether communicated by direct contact with a member of leadership, or through the independent company reporting system, will be fully investigated with the goal of quick resolution in mind.