



Whistleblower Policy

General

Blue Ridge Conservancy (BRC/Organization) requires trustees, officers and employees to observe high standards of business and personal ethics in the conduct of our duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This is not only required by law but is also expected by our donors, supporters and volunteers.

Reporting Responsibility

It is the responsibility of all trustees, officers and employees to report any unethical, illegal or inappropriate activity in accordance with this policy.

No Retaliation

No trustee, officer or employee who in good faith reports an unethical, illegal or inappropriate activity shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has made a report in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

BRC encourages employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone on the Board of Trustees whom you are comfortable in approaching.

Officers and trustees should share questions, concerns, suggestions or complaints with the Board Chair. If you are not comfortable speaking with the Board Chair or you are not satisfied with the Board Chair's response, you are encouraged to speak with another member of the Executive Committee whom you are comfortable in approaching.

Accounting and Auditing Matters

The Audit Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Executive Director or



Board Chair shall immediately notify the Audit Committee of any such complaint and work with the Committee until the matter is resolved.

Other Matters

The Executive Committee of the Board of Trustees shall address all other reported concerns or complaints regarding unethical, illegal or inappropriate activity. The Executive Director, Board Chair or other Trustee shall immediately notify the Executive Committee of any such complaint and work with the Committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning unethical, illegal or inappropriate activity must be acting in good faith and have reasonable grounds for believing the information disclosed indicates such activity. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of unethical, illegal or inappropriate activity may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Executive Director or Board Chair will notify the sender and acknowledge receipt of the reported activity within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Approved by the Board of Trustees on March 27, 2019