

Whistleblower Policy

CAMP AGAPE — a Texas nonprofit corporation

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1. Policy. Camp Agape requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is the policy of Camp Agape to encourage and enable directors, officers, employees and volunteers to report serious concerns so that Camp Agape can address and correct inappropriate conduct and actions. This policy is intended to protect any individual who, in good faith, reports a concern regarding violations of law, regulation, or Camp Agape policy, or regarding questionable accounting, internal controls, or auditing matters.

2. Reporting Responsibility. Each director, officer, employee and volunteer of Camp Agape has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting, internal controls or auditing matters, and (b) violations or suspected violations of any law, regulation, or Camp Agape policy, including fraud, theft, or misuse of Camp Agape resources.

3. No Retaliation. This Whistleblower Policy is intended to encourage and enable directors, officers, employees and volunteers to raise concerns within Camp Agape for investigation and appropriate action. No director, officer, employee or volunteer who in good faith reports a concern shall be subject to retaliation, harassment, or adverse employment or volunteer consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment or dismissal from the volunteer position.

4. Reporting Concerns. Concerns should be reported as soon as possible to the Executive Director. If the reporting individual is not comfortable speaking with the Executive Director, or is not satisfied with the response, the individual is encouraged to report to the President of the Board of Directors. If the concern involves the Executive Director or a Board officer, the individual may report directly to the Board of Directors. Reports may be submitted in writing to Camp Agape, 3767 State Highway 16 South, Kerrville, TX 78028, or by email to info@campagapetexas.org.

5. Confidentiality. Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

6. Handling of Reported Concerns. The Executive Director or Board President will notify the person who submitted a concern and acknowledge receipt of the report within five business days to the extent possible. All reports will be promptly investigated by the Board of Directors or its designee, and appropriate corrective action will be taken if warranted by the investigation. The Board shall determine whether an investigation is appropriate and the form it should take, and may appoint a committee or engage outside advisors as needed.

7. Acting in Good Faith. Anyone filing a concern must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any report that proves not to be substantiated and which proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.