

Whistleblower Policy

Purpose: The Whistleblower Policy is intended to encourage and protect individuals who report illegal, unethical, or improper conduct within Global Women Foundation & Band of Brothers (GWFB.OB).

Scope: This policy applies to board members, staff, volunteers, and any individuals associated with GWFB.OB who may witness misconduct.

Reporting Procedure:

- Reports should be submitted to the **Executive Director** or **Board Chair** in writing or via email.
- If the complaint involves the Executive Director or Board Chair, the report may be directed to another board member or legal counsel.
- Reports may be submitted anonymously.

Protection Against Retaliation:

- GWFB.OB prohibits any form of retaliation against individuals who report misconduct in good faith.
- Any retaliatory action against a whistleblower will result in disciplinary measures, including termination if applicable.

Investigation Process:

- All reports will be reviewed promptly and handled confidentially.
- An impartial investigator will be assigned to assess the claim.
- Findings and recommended actions will be communicated to the board for resolution.

Confidentiality:

- The identity of whistleblowers will be protected to the extent possible.
- Information about reports will only be disclosed as necessary to conduct an investigation.

Accountability and Oversight:

- The board will oversee compliance with this policy.
- A record of whistleblower reports and resolutions will be maintained.

Document Retention Policy

- Organizational records, including financial records, will be retained for **7 years**.
- Tax filings will be retained **permanently**
- Procedures for secure document disposal will be followed to ensure compliance with IRS and nonprofit regulations.