

LAMOILLE COMMUNITY FOOD SHARE, INC. Whistle Blower Policy

Policy Intent

LAMOILLE COMMUNITY FOOD SHARE, INC. requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the LAMOILLE COMMUNITY FOOD SHARE, INC., we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that LAMOILLE COMMUNITY FOOD SHARE, INC. can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of LAMOILLE COMMUNITY FOOD SHARE, INC.'s code of ethics or suspected violations of law or regulations that govern LAMOILLE COMMUNITY FOOD SHARE, INC.'s operations.

1. No Retaliation

It is contrary to the values of LAMOILLE COMMUNITY FOOD SHARE, INC. for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of LAMOILLE COMMUNITY FOOD SHARE, INC. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

2. Reporting Procedure

LAMOILLE COMMUNITY FOOD SHARE, INC. has an open-door policy and suggests that employees and volunteers share their questions, concerns, suggestions or complaints with their supervisor. 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 any member of the Board of Directors. Supervisors are required to report

complaints or concerns about suspected ethical and legal violations in writing to the LAMOILLE COMMUNITY FOOD SHARE, INC.'s Board President, who has the responsibility to investigate all reported complaints.

3. Accounting and Auditing Matters

LAMOILLE COMMUNITY FOOD SHARE, INC. shall immediately notify the Board of any concerns or complaints regarding corporate accounting practices, internal controls or auditing, and work with the necessary members of the Board until the matter is resolved.

4. Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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.

5. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

6. Handling of Reported Violations

LAMOILLE COMMUNITY FOOD SHARE, INC.'s Board will notify the person who submitted a complaint with an acknowledgement that it is in receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Approved February 8, 2021 and adopted March 8, 2021