

This is from our Employee Handbook:

### Whistleblower Policy

We ask our directors, officers staff and volunteers to observe high standards of business and personal ethics in the fulfillment of their duties and responsibilities. As employees and representatives of the Redwood Gospel Mission, we practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Any individual serving within the RGM can & should report ethics violations or suspected violations in accordance with this Whistleblower Policy.

Individuals who in good faith reports an ethics violation will not be subject to harassment, retaliation or adverse employment consequences. If someone retaliates against someone who has in good faith reported a violation, that individual may be subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Redwood Gospel Mission prior to seeking resolution outside Redwood Gospel Mission.

### Reporting Violations

Redwood Gospel Mission has an open door policy and suggests that employees & representatives share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, our supervisor is in the best position to address an area of concern. However, if we are not comfortable speaking with our supervisor or not satisfied with our supervisor's response, we are encouraged to speak with someone in the Human Resources Department or anyone in management whom we are comfortable in approaching. Supervisors and managers report suspected ethics violations to the Redwood Gospel Mission's Compliance Officer, who has the responsibility to investigate all reported violations. For suspected fraud, or if we are not satisfied or uncomfortable with following Redwood Gospel Mission's open door policy, we should contact Redwood Gospel Mission's Compliance Officer directly.

### Compliance Officer

The Redwood Gospel Mission's Compliance Officer is a board member who is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, will advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the Board of Directors and is required to report to the audit committee at least annually on compliance activity. The Redwood Gospel Mission's Compliance Officer is the chair of the audit committee.

The audit committee of the Board of Directors addresses all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Anyone filing a 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.

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

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.