

Youth On Their Own

Whistleblower Protection Policy

YOTO requires board members, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of YOTO, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

A. Reporting Responsibility

This Whistleblower Protection Policy is intended to encourage and enable employees and others to raise concerns internally so that YOTO can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees, and volunteers to report concerns about violations of YOTO's Code of Ethics or suspected violations of laws or regulations that govern YOTO's operations.

B. Compliance Officer

YOTO's Director of Human Resources serves as the organization's Compliance Officer. The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the CEO of all complaints and their resolution and will report at least annually to the Board President and/or the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

C. Reporting Procedure

YOTO requests that employees 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 the Compliance Officer or the CEO.

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Compliance Officer. The Compliance Officer has the responsibility to investigate all reported complaints. Employees with concerns or complaints may submit their concerns in writing directly to their supervisor, the Compliance Officer, or the CEO.

D. No Retaliation

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

E. Accounting and Auditing Matters

The YOTO Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.

F. 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.

G. 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.

H. Handling of Reported Violations

The YOTO Compliance Officer will notify the person who submitted a complaint and acknowledge 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.