



WHISTLEBLOWER POLICY

1. Purpose

The purpose of this policy is to help members and management of the Climate foundation to effectively identify, disclose and manage any actual, potential or perceived problems, to raise serious concerns internally so that the Climate Foundation can address and correct inappropriate conduct and actions, in order to protect the integrity of the Climate Foundation.

2. Objective

The Climate Foundation requires advisory board members, directors, employees, contractors, subcontractors and volunteers (henceforth to be referred to as “ team members”) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

As representatives of the Climate Foundation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

3. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable team members to raise serious concerns internally so that the Climate Foundation can address and correct inappropriate conduct and actions. It is the responsibility of team members to report concerns about violations of the Climate Foundation’s code of ethics or suspected violations of law or regulations that govern the Climate Foundation’s operations.

4. No Retaliation

It is contrary to the values of the Climate Foundation for anyone to retaliate against any team member, 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 the Climate Foundation. Any team member



who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

5. Reporting Procedure

The Climate Foundation has an open door policy and suggests 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 Board or Executive team members such as Executive Director, or a Board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Directors of the Climate Foundation who have the responsibility to investigate all reported complaints. Contractors and Employees with concerns or complaints may also submit their concerns in writing directly to their Executive Director. The Climate Foundation's Directors are responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

6. Accounting and Auditing Matters

The Climate Foundation's Directors shall immediately notify the Board of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the Board until the matter is resolved.

The Executive Director will advise the Board of all complaints and their resolution and will report annually on compliance activity relating to accounting or alleged financial improprieties.

7. 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.

8. 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.



9. Handling of Reported Violations

The Climate Foundation's Directors 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.

10. Frequency

This policy will be reviewed every two years.

Reviewed by	Date	Changes
RjT	May 4, 2021	Inception