

FAIRBANKS ANIMAL SHELTER FUND WHISTLEBLOWER POLICY

The Fairbanks Animal Shelter Fund requires its directors, officers and employees, at such time that it has employees, to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All directors, officers and employees must comply with all applicable federal, state, borough, and city laws and regulations.

It is the responsibility of all directors, officers and employees to comply with the Fairbanks Animal Shelter Fund Code of Ethics and Conflict of Interest Policy and to report violations or suspected violations in accordance with this Whistleblower Policy.

No director, officer or employee who in good faith reports a violation of the Code of Ethics or Conflict of Interest Policy or any applicable law or regulation shall suffer harassment, retaliation, or adverse consequences to employment, or otherwise. Anyone who retaliates against someone who files a report in good faith is subject to discipline, up to and including termination of employment or dismissal from the Board of Directors. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Fairbanks Animal Shelter Fund prior to seeking resolution outside of the organization.

The Board of Directors maintains an open door policy. All suspected violations are to be reported as soon as possible. The Board of Directors will convene a special meeting, preferably within five (5) business days or as soon thereafter as possible, to address the report. At the request of the parties, such meeting may be held in executive session. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations will be kept confidential to the extent possible, consistent with a need to conduct an adequate investigation. All reports will be investigated promptly and appropriate corrective action will be taken if warranted by the investigation. The complainant, if known, will be informed of the outcome of any action taken by the Board of Directors.

Approved by the Board of Directors July 19, 2007

**Board of Directors Application
Fairbanks Animal Shelter Fund**

Name:

Address:

Phone:

Email:

Are you over the age of 18? _____ Yes _____ No

Current Employer

Prior Experience on nonprofit boards and commissions

Skills and interests you would like to contribute to the Board of the Fairbanks
Animal Shelter Fund

Please provide the names, addresses, and phone number of 3 references.

Dated _____

Signed _____