



**“Dare to walk the path that others have  
feared to travel, and a leader shall be born.”**  
*R.M. Hensel.*

## **WHISTLE-BLOWER POLICY**

Teens4good requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of teens4good must practice honesty and integrity in fulfilling responsibilities and must comply with all applicable laws and regulations.

### **ARTICLE 1: Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that teens4good 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 teens4good code of ethics or suspected violations of law or regulations that govern teens4good operations.

### **ARTICLE 2: No Retaliation**

It is contrary to the values of teens4good 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 teens4good. 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.

### **ARTICLE 3: Reporting Procedure**

Teens4good has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If any employee is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor's response, they are encouraged to speak with the President or Chairman. Supervisors and managers are required

to report complaints or concerns about suspected ethical and legal violations in writing to Board of Directors, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or any Director.

#### **ARTICLE 4: Compliance Officer**

The Chairman is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Chairman will advise the Board or Directors of all complaints and their resolution and will report at least annually to the Directors and Officers on compliance activity relating to accounting or alleged financial improprieties.

#### **ARTICLE 5: Accounting and Auditing Matters**

The Treasurer shall immediately notify the Board of Directors of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

#### **ARTICLE 6: 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.

#### **ARTICLE 7: 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.

#### **ARTICLE 8: Handling of Reported Violations**

The Chairman 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.

#### **ARTICLE 9: No Retaliation**

Teens4good will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of teens4good or of another individual or entity with whom teens4good had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. teens4good will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of teens4good that the employee reasonably

believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

**CERTIFICATION**

I, Sonya R. Healy, am the duly appointed Secretary of Teens4good, Inc., and hereby certify that the above and forgoing Whistle Blower Policy was adopted and approved by a unanimous vote of the Board of Directors at a meeting held in Lee's Summit, Missouri on October 6, 2012.

Dated this \_\_\_\_ day of October, 2012.

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Sonya R. Healy, Secretary