



## WHISTLEBLOWER POLICY

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

### **Reporting Responsibility:**

It is the responsibility of all directors, officers and employees to report violations or suspected violations in accordance with this Whistleblower policy.

### **No Retaliation:**

No director, officer or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Full Life prior to seeking resolution outside the Organization.

### **Reporting Violations:**

Full Life maintains an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak to the Director of Administrative Services or anyone in management whom you are comfortable approaching. Supervisors and managers are required to report suspected violations to the Director of Administrative Services, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or are uncomfortable with following the open door policy, individuals should contact the Director of Administrative Services, who is the Compliance Officer.

### **Compliance Officer:**

Full Life's Compliance Officer is responsible for investigating and resolving reported complaints and allegations concerning violations, and shall advise the

President. The Compliance Officer has direct access to the Board of Directors and is required to report to the Board at least annually on compliance activity.

**Accounting and Auditing Matters:**

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

**Acting in Good Faith:**

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.

**Confidentiality:**

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.

**Handling of Reported Violations:**

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 actions will be taken if warranted by the investigation.