



Whistleblower Policy

Our roles, as stewards of our mission, demand that we uphold the public trust and act in an ethical manner in all of our commitments to Lenox Hill Neighborhood House (“Neighborhood House”). These ethical values include integrity, openness, honesty, accountability, fairness, respect and responsibility. We are committed to the highest possible ethical standards and we encourage everyone associated with the Neighborhood House to commit to acting in the best interest of the Neighborhood House.

In order to facilitate open and honest communication, the Neighborhood House has established a Code of Conduct for our employees, volunteers and Board Members to adhere to, in addition to all applicable laws and regulations.

Code of Conduct

We are committed to maintaining a positive, ethical work environment for all members of the Neighborhood House. As a public charity, we rely on the public for funding and volunteer support, which is critical to the success of our mission. The public trusts us to carry out our stated mission and to act in the best interest of the Neighborhood House. If we abuse the public trust, our ability to fulfill our mission is severely weakened. Therefore, it is critical that we operate in a manner that is above reproach in all aspects, including governance, fundraising, mission operations, legal matters and human resources.

As a public charity we are committed to:

- Acting responsibly and with integrity in our actions and in our work;
- Not just following the letter of the law, but the spirit of the law as well;
- Promoting financial accountability, transparency, and best governance practices;
- Respecting the wide variety of people who support our mission through donations of their time, talent and money;
- Being responsible stewards of the Neighborhood House, its mission, reputation and resources;
- Being open and honest in all of our dealings with both internal and external audiences.

Accountability and Responsibility

All staff, Board members, and volunteers will:

- Be open and honest with colleagues, stakeholders, volunteers, donors, and all others involved in the Organization;
- Abide by the by-laws and policies of the Organization;
- Take responsibility for their actions and care in their dealings as representatives of the Neighborhood House;
- Exercise best governance and accounting practices and procedures;
- Use the resources of the Organization in a responsible and wise manner;
- Promote financial transparency while working to fulfill the mission of the Organization.

All who serve in a position of authority over the Organization will:

- Act in the best interest of the Organization;
- Disclose any actual or perceived conflict of interest.

Professional Excellence

All members of our staff and Board and all volunteers will:

- Act in a responsible, ethical manner that promotes openness, fairness and integrity;
- Treat people with dignity and respect;
- Work together to achieve our mission to the best of our ability.

The Neighborhood House is an equal opportunity employer and does not discriminate on the basis of gender, race, creed, religion, color, national origin, age, veteran's status, disability, marital status, pregnancy, sexual orientation or citizenship status. We value the diversity of all people.

Should you suspect fraud, abuse or misuse of the Neighborhood House's resources or assets; encounter dishonest actions or deeds; suspect conflict of interest; experience or are aware of harassment of any kind; or any other behavior that violates the Neighborhood House's Code of Conduct or local laws and regulations, you have a responsibility to report the violation or suspected violation to the appropriate individuals within the Neighborhood House.

We expect any report of violation will be made in good faith, and is a real and legitimate concern that you believe should be addressed. Anyone who reports a violation in good faith will not suffer harassment, retaliation or adverse employment consequences. Anyone who perpetuates harassment, retaliation or in any way affects the employment of a reporter will be subject to disciplinary action, up to and including termination of

employment. We encourage employees and other involved parties to bring forth serious issues and concerns.

We invite anyone involved in any aspect of the Neighborhood House to report violations or suspected violations. All violations or suspected violations can be reported to your immediate supervisor, the Director of Volunteers (for volunteers), the Chief Operating Officer, Chief Program Officer or the Executive Director. If you wish to remain anonymous when making your report, we have subscribed to Navex Global, a third-party provider of confidential, anonymous reporting services to accept these reports. You can contact Navex Global by calling **888-299-5442**.

When you contact any one of the above, you can expect that:

- You will be treated with dignity and respect
- Your communication will be protected to the greatest extent possible
- Your concerns will be seriously addressed and, if not resolved at the time you call, you will be informed of the outcome
- You need not identify yourself

All reports involving a violation are treated seriously and will be fully investigated to determine the facts and resolution appropriate under the circumstances.

Please remember that there is never a penalty for bringing your concerns forward. People in a position of authority cannot stop you; if they try, they are subject to disciplinary action up to and including dismissal.