The Pet Compassion Centers
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THE PET COMPASSION CENTERS WHISTLE BLOWER POLICY

PURPOSE

The Pet Compassion Centers is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, this policy aims to provide an avenue for employees and volunteers to raise concerns and reassurance that they will be protected from reprisals or victimization for whistle blowing.

This whistle blowing policy is intended to cover protections for you if you raise concerns regarding The Pet Compassion Centers such as concerns regarding:

- Incorrect financial reporting
- Unlawful activity
- Activities that are not in line with The Pet Compassion Centers policy
- Activities, which otherwise amount to serious improper conduct

SAFEGUARDS

Harassment or Victimization – Harassment or victimization for reporting concerns under this policy will not be tolerated

Confidentiality – Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality

Anonymous Allegations – This policy encourages employees and volunteers to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to

1. The seriousness of the issue raised;
2. The credibility of the concern; and
3. The likelihood of confirming the allegation from attributable sources

Bad Faith Allegations – Allegations in bad faith may result in disciplinary action.

PROCEDURE: 1. Process for raising a concern

Reporting – The whistle blowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those related to financial reporting, unethical or illegal conduct, may be reported directly to the Board President.

Timing – the earlier a concern is expressed, the easier it is to take action.

Evidence – Although the volunteer or employee is not expected to prove the truth of an allegation, the volunteer or employee should be able to demonstrate to the person contacted that the report is being made in good faith.

PROCEDURE: 2. How the report of concern will be handled

The action taken by The Pet Compassion Centers in response to a report of concern under this policy will depend on the nature of the concern. The The Pet Compassion Centers Board of Directors shall receive information on each report of concern and follow-up information on actions taken.

Initial Inquiries – Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

Further Information – The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.