

SOCIETY FOR THE PROTECTION OF NH FORESTS WHISTLEBLOWER POLICY:

General.

The Society for the Protection of NH Forests (“Society”) is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the Society’s practices, specifically (1) reporting suspected violations of law, (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement agency or other governmental body, and (3) identifying potential violations of the Society’s policy, including the policies contained in the Employee Handbook.

Reporting Responsibility.

It is the responsibility of all employees to report suspected violations of law or Society policy in accordance with this Whistleblower Policy.

Acting in Good Faith.

Anyone reporting a suspected violation of law or Society policy must be acting in good faith and have reasonable grounds for believing the information disclosed. Any allegations that are unsubstantiated and that prove to have been made maliciously or knowingly to be false will be cause for termination.

No Retaliation.

The Society expressly prohibits any form of retaliation against employees who raise in good faith suspected violations of law, cooperate in governmental hearings, inquiries or investigations, identify potential violations of the Society’s policies, or who refuse to carry out an illegal directive. The Society will not discharge, demote, suspend, threaten, harass, or in any manner discriminate or retaliate against any such employee. Anyone who engages in such prohibited retaliatory conduct will be subject to disciplinary action. Any conduct which is perceived as retaliatory should be reported immediately as set forth herein.

Reporting Violations.

Employees may make written (non-electronic) reports under this Whistleblower Policy to their supervisor or a Vice President, provided, however, that any complaint involving a supervisor shall be reported directly to the President/Forester, provided further, that any complaint involving the President shall be reported to the Chair of the Audit Committee or Chair of the Board of Trustees.

Any supervisor who receives a complaint under this Whistleblower Policy must notify the President, except where the complaint in question involves the President, in which case, the supervisor must notify the Chair of the Audit Committee or Chair of the Board of Trustees.

All complaints will be investigated promptly in the manner and to the extent deemed reasonably necessary.

Confidentiality.

Reports of violations or suspected violations under this Whistleblower Policy may be submitted on a confidential basis by the complainant. Such reports will be kept confidential to the extent possible, consistent with the need of the Society to conduct an adequate investigation.

Revised with approved BOT changes on 8.10.15