The Mary C Schanz Foundation

dba Ironwood Pig Sanctuary

Whistleblower Protection Policy

The Mary C Schanz Foundation dba Ironwood Pig Sanctuary, referred herein as the Ironwood Pig Sanctuary, requires directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Ironwood Pig Sanctuary, they must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Ironwood Pig Sanctuary 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 Ironwood Pig Sanctuary’s ethics or suspected violations of law or regulations that govern Ironwood Pig Sanctuary’s operations.

**No Retaliation**

It is contrary to the values of the Ironwood Pig Sanctuary 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 the Ironwood Pig Sanctuary. 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.

**Reporting Procedure**

The Ironwood Pig Sanctuary has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the President or Executive Director.

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Ironwood Pig Sanctuary’s President who has the responsibility to investigate all reported complaints.

Employees or volunteers with concerns or complaints may also submit their concerns in writing directly to their supervisor or the President.

The Ironwood Pig Sanctuary’s President is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The President will review the complaint and resolution with the Senior Staff.

**Accounting and Auditing Matters**

The Ironwood Pig Sanctuary’s President shall immediately notify the Executive Director of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Executive Director until the matter is resolved.

**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.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant by submitting the written violation in a sealed envelope in the mail box of the Ironwood Pig Sanctuary.

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 Ironwood Pig Sanctuary’s President 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.

Policy dated 11/25/2021