



Whistleblower Policy

Policy: If any employee reasonably believes that some policy, practice, or activity of VOLUNTEER MINISTRY CENTER, INC is in violation of law, a written complaint should be filed by that employee with the Chief Executive Officer. In case the violation is against the Chief Executive Officer, a written complaint should be filed with the Chair of the Board of Directors of Volunteer Ministry Center.

A whistleblower as defined by this policy is an employee of VOLUNTEER MINISTRY CENTER, INC who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Chief Executive Officer of Volunteer Ministry Center. In case the allegation is against the Chief Executive Officer, the employee is to contact the Chair of the Board of Directors.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

Any whistleblower who believes he/she is being retaliated against must contact the Chief Executive Officer or Chair of the Board of Directors, if appropriate, immediately.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Chief Executive Officer or Chair of the Board of Directors, if appropriate, who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Chief Executive Officer.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Employee Signature and Date