



# Whistle Blower Policy

## 1) Overview

Ebenezer Bible Fellowship Church (EBFC) is committed to being 'above reproach' in all of its operations and functions in accordance with good governance policies and procedures. EBFC will operate in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and we prohibit all fraudulent practices by any of our board members, officers, employees, or volunteers. This policy outlines a procedure for an employee to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter that is related to EBFC's business and does not relate to private acts of an individual not connected to the business of EBFC.

## 2) Resolution

The Elder Board of Ebenezer Bible Fellowship Church approves the inclusion of the following policy in the Employee Handbook, and directs the Head of Pastor Relations Committee and/or Delegate to ensure that it is given to and acknowledged by all employees.

## 3) Steps For a Reported Issue

- a. If an employee has a reasonable belief that an employee or representative of EBFC has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to either the Senior Pastor, the chairman of the Pastoral Relations Committee or the Treasurer. If the employee does not feel comfortable reporting the information to any of these individuals he or she is expected to report the information to another Elder of EBFC.
- b. All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, EBFC will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.
- c. EBFC will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Pastor, the Delegate or other member of the Board of Elders, or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.
- d. EBFC may take disciplinary action (up to and including termination) against an employee who, in management's assessment, has engaged in retaliatory conduct in violation of this policy.
- e. In addition, EBFC will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by EBFC or any of its employees of a violation of any applicable law or regulation.
- f. EBFC Pastors, Delegates and Board of Elders will be trained on this policy and EBFC's prohibition against retaliation in accordance with this policy.