



Dunbar Alumni Federation • P.O. Box 60714 • Washington, DC 20039

Whistleblower Policy

Dunbar Alumni Federation, Inc. (DAF) requires directors, officers and volunteers, and others to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the DAF, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility. This Whistleblower Policy is intended to encourage and enable directors, officers, volunteers, and others to raise serious concerns internally so that DAF can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, volunteers, and others to report concerns about violations of DAF's code of ethics or suspected violations of law or regulations that govern DAF's operations.

No Retaliation. It is contrary to the values of DAF for anyone to retaliate against any board member, officer, 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 DAF. 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. Dunbar Alumni Federation, Inc. has an open-door policy and suggests that volunteers 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 Chairman, or a board member, if the organization is very small and involving the board would be appropriate. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the DAF's Compliance Officer or designated employee or board member, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the organization's Compliance Officer or other designated person.

Compliance Officer. The DAF's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Chair of all complaints and their resolution and will report at least annually

to the Treasurer/ Chair of the Budget & Finance Committee/ Chair of the Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters. DAF's Compliance Officer shall immediately notify the Audit Committee/Budget & Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee 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. 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. DAF's Compliance Officer 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.

Submission of Violations. A complaint concerning a violation or suspected violation may be submitted to: Compliance Officer, Dunbar Alumni Federation, Inc. by mail: PO Box 60714, Washington DC 20039; by email: info@daf-dc.org; or by telephone: 202.724.4194.

I, _____, have read and understand the above expectations of the Dunbar Alumni Federation, Inc. and agree to abide by this Whistleblower Policy.

Signature

Date