

Whistleblower Policy

Part I: General

California Bicycle Coalition ("The Organization") Code of Ethics and Conduct ("the Code") requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, they must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations .

Part II: Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

Part III: No Retaliation

No director, officer or employee ("the individual") who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Part IV: Reporting Violations

The Code addresses the Organization's open door policy and suggests that individuals share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an individual's supervisor is in the best position to address an area of concern. However, if the individual is not comfortable speaking with his or her's supervisor or is not satisfied with the supervisor's response, the individual is encouraged to speak with someone on the Board of Directors whom the individual is comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization's

Executive Director, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when they are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Executive Director directly.

Part V: Compliance Officer

The Organization's Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Board President and/or the Treasurer.

Part VI: Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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.

Part VII: Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Part VIII: Handling of Reported Violations

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.