



WHISTLEBLOWER POLICY



**Champions for
the public good**

Whistleblower Protection Policy

Aerial Recovery 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 Aerial Recovery, 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 employees and others to raise serious concerns internally so that Aerial Recovery can address and correct inappropriate conduct and actions. It is the responsibility of all Board Members, officers, advisors, employees and volunteers to report concerns about violations of Aerial Recovery's code of ethics or suspected violations of law or regulations that govern Aerial Recovery's operations.

No Retaliation

It is contrary to the values of Aerial Recovery for anyone to retaliate against any Board Member, officer, advisor, 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 Aerial Recovery. 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

Aerial Recovery has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the leadership. If you are not comfortable speaking with your supervisor or leadership or you are not satisfied with your supervisor's response, you are encouraged to speak with a Board Member. Supervisors and managers are required to report

complaints or concerns about suspected ethical and legal violations in writing to the Aerial Recovery's Compliance Officer, 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 President or the organization's Compliance Officer.

Compliance Officer

The Aerial Recovery'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 Board of Directors of all complaints and their resolution and will report at least annually to the Board of Directors on compliance activity relating to accounting or alleged financial improprieties. In the event that Aerial Recovery's Compliance Officer is vacant or not yet appointed by the Board of Directors, correspondences to the compliance@aerialrecovery.org email address will be forwarded to the President or Secretary until such vacancy is filled.

Accounting and Auditing Matters

The Aerial Recovery's Compliance Officer shall immediately notify the Finance Committee/ Board of Directors of any concerns or complaints 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 and shall be subject to serious disciplinary action in the Board of Directors' sole discretion.

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

Aerial Recovery'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.

Compliance Officer:

Compliance Officer
compliance@aerialrecovery.org

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