



INTERNATIONAL INSTITUTE FOR SUSTAINABLE LABORATORIES WHISTLEBLOWER POLICY

Purpose

The International Institute for Sustainable Laboratories (I2SL) is committed to high standards of ethical, moral, and legal business conduct. In line with this commitment, and I2SL's commitment to open communication, this policy aims to provide an avenue for employees (where applicable) and board members to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This whistleblowing policy is intended to cover protections for you if you raise concerns regarding I2SL, such as concerns regarding:

- Incorrect financial reporting;
- Unlawful activity;
- Activities that are not in line with I2SL policy, including the Code of Business Conduct; or
- Activities, which otherwise amount to serious improper conduct.

Safeguards

Harassment or Victimization: Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality: Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

Anonymous Allegations: This policy encourages employees (where applicable) and board members to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations: Allegations in bad faith may result in disciplinary action.

Procedure: 1. Process for Raising a Concern

Reporting: The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting, unethical or illegal conduct, may be reported directly to:

Holly Szafran, Esq., General Legal Team Staff Attorney

Charitable Allies

9100 Purdue Road, Suite 115

Indianapolis, IN 46268

(463) 229-0229

www.charitableallies.org

Concerns should be reported through such normal channels as the I2SL Board Meetings and/or to the I2SL Executive Director, President, Vice President, Treasurer, or Secretary.

Timing: The earlier a concern is expressed, the easier it is to take action.

Evidence: Although the employee (where applicable) or board member is not expected to prove the truth of an allegation, this person should be able to demonstrate to the individual contacted that the report is being made in good faith.

Procedure: 2. How the Report of Concern Will be Handled

The action taken by I2SL in response to a report of concern under this policy will depend on the nature of the concern. The I2SL Board of Directors shall receive information on each report of concern and follow-up information on actions taken.

Initial Inquiries: Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

Further Information: The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided.

Further information may be sought by I2SL's Board of Directors from or provided to the person reporting the concern.