

REPORTING OF A VIOLATION OF CODE OF ETHICS & POLICIES

Purpose

The purpose of this policy is to provide all board members, committee members and staff with guidelines for the reporting of unethical or illegal behavior by Crossroads Fund board members, committee members, staff, vendors, professional service providers or affiliated organizations, without fear of reprisal.

Policy

No Crossroads Fund person will be discharged, threatened, or discriminated against in any manner for reporting in good faith what he or she perceives to be wrongdoing, violations of law, or unethical conduct.

Crossroads Fund is committed to lawful and ethical behavior in all of its activities and requires its board members, committee members and staff ("Crossroads Fund person") to conduct themselves in a manner that complies with all applicable laws and regulations.

Procedure

At any time a Crossroads Fund person has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by the Crossroads Fund or any other Crossroads Fund person, or believes that an action needs to be taken for the Crossroads Fund to be in compliance with law or appropriate ethical standards, the Crossroads Fund person should promptly advise the Board Chairs, Treasurer and/or Executive Director. The Board Chairs, Treasurer and/or Executive Director will share any finance-related reports with the Chairs of the Crossroads Fund Audit/Finance Committee. Please see Section XII of Crossroads Fund's Personnel Policies for a full description of the Grievance Procedures.

If management is unresponsive, if the complainant believes management will be unresponsive, or if management is itself the subject of the concern, the Crossroads Fund person should contact the Chairs of the Crossroads Fund Audit/Finance Committee to report his or her concerns. Every effort will be made to investigate a report by a Crossroads Fund person as discreetly as possible. Because of the need to investigate the report, correct a problem, or prevent future problems, the Crossroads Fund cannot, however, promise complete confidentiality. The complainant may or may not have access to the response or resolution to her or his concerns.