

Avivara Employee/Volunteer Protection (Whistleblower) Policy

It is the intent of Avivara to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goals of legal compliance and ethical behavior.

If any Avivara employee or volunteer reasonably believes that some practice or activity of Avivara is in violation of law, organizational policy, and/or commonly accepted ethical standard, a written complaint must be filed by that employee or volunteer with the Avivara Executive Director or the Board President.

Avivara will not retaliate against an employee or volunteer who in good faith, has made a protest or raised a complaint against some practice of Avivara, or of another individual or entity with whom Avivara has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, organizational policy, or commonly accepted non-profit industry ethical standard.

Avivara will not retaliate against employees or volunteers who disclose or threaten to disclose, to a supervisor or a public body, any activity, policy, or practice of Avivara that the employee reasonably believes is in violation of a law, rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

An employee or volunteer is protected from retaliation under the terms of this policy **only** if the employee or volunteer brings the alleged activity, policy, or practice to the attention of Avivara through written communication and provides Avivara with a reasonable opportunity to investigate and correct the alleged unlawful or unethical activity. The protections described above are **only** available to employees or volunteers who comply with this requirement.

This policy will be made available to all employees and volunteers working with Avivara and to the general public through publication on the Avivara website.

Adopted by the Avivara Board of Directors

Susan Clauson
Board Secretary

9/4/10
Date

Susan Clauson, Avivara Board Secretary

September 4, 2010