

STELLAR DEVELOPMENT FOUNDATION WHISTLEBLOWER POLICY

If any staff member, volunteer, officer, or director of **Stellar Development Foundation** (“**Stellar**”) reasonably believes that Stellar is in violation of any of its adopted policies, or that any of Stellar’s activities, policies, or practices are illegal (i.e., in violation of any applicable federal or state law, regulation, or rule), we encourage that person to follow the complaint procedure below.

A staff member or volunteer who wishes to express concern about any policy, practice, or activity of Stellar may make an oral complaint to the staff member or volunteer’s immediate supervisor. If the staff member or volunteer is not satisfied with the supervisor’s response, the supervisor is the subject of the individual’s concern, or the individual is otherwise uncomfortable speaking with his or her supervisor, the staff member or volunteer may then make his or her complaint, orally or in writing, about the claimed violation to the Operations Manager. If the staff member or volunteer’s supervisor happens to be the Operations Manager, the staff member or volunteer may make his or her complaint to the Executive Director.

Directors and officers should submit their complaint in writing directly to Executive Director.

This Whistleblower Policy is intended to encourage and enable staff members, volunteers, officers, and directors to raise concerns within Stellar for investigation and appropriate action. With this goal in mind, no staff member, volunteer, officer, or director who, in good faith, has submitted a complaint regarding some activity, policy, or practice of Stellar shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has submitted a complaint regarding some activity, policy, or practice of Stellar in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment. Reports of complaints, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

It is the intent of Stellar to adhere to all laws and regulations that apply to Stellar, and the underlying purpose of this Policy is to support Stellar’s goal of legal compliance, including compliance with California Labor Code Sections 1102.5 through 1102.8. Pursuant thereto, Stellar shall prominently display in lettering larger than size 14-point type a list of employees’ rights and responsibilities under the whistleblower laws, including the telephone number of the California State Attorney General’s Whistleblower Hotline. The support of all staff members, officers, directors and volunteers is necessary to achieving compliance with various laws and regulations.

All submitted complaints will be promptly investigated by Stellar’s Executive Director and appropriate corrective action will be recommended to the Stellar’s Board of Directors, if warranted by the investigation.

A whistleblower who makes a report that is not done in good faith is subject to discipline, including termination or other legal means, to protect the reputation of Stellar and members of the board and staff.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about this Policy.

Name:
Position:

Date: