

# **“Whistleblower” Policy for Promoting Ethical Conduct and Governance by At Home on the Sound, Inc.**

At Home on the Sound, Inc. (At Home) is committed to lawful and ethical behavior in all of its activities and expects its employees, volunteers, officers, board members or members of a committee with governing board delegated powers (collectively, Affected Individuals) to conduct themselves in a manner that complies with all applicable laws and regulations.

If at any time a concern exists regarding the propriety or legality of any action contemplated to be taken or that has been taken by any Affected Individual, contractor or vendor of At Home, as the action relates to At Home’s activities, or if an action needs to be taken in order for At Home to be in compliance with law or appropriate ethical standards, you can address the issue directly by reporting by email to the Executive Director ([director@athomeonthesound.org](mailto:director@athomeonthesound.org)) or by phone to the Executive Director at (914) 899-3150.

If the individual reporting the matter or incident desires to remain anonymous, he or she can report the matter by phoning or by sending an anonymous letter to the Executive Director at:

**At Home on the Sound  
P.O. Box 523  
Mamaroneck, NY 10543**

Under this policy (sometimes referred to as a "whistleblower policy"), those who report illegal or improper activity in good faith will be protected. Efforts will be made to treat a report of unethical or illegal conduct as confidential, consistent with the need to investigate and prevent or correct the action. The individual making the report will not be discharged, threatened, harassed, or discriminated against for reporting in good faith what he or she perceives to be wrongdoing, violations of law, or unethical conduct.

If a report is made anonymously, efforts will be made to protect the anonymity of the person reporting the matter.

All reported matters will be investigated, as determined to be appropriate by the Board Chair or the Executive Director by interviewing all identified individuals and any other individuals with knowledge of the reported matter, as appropriate, and by reviewing any other relevant provided or available evidence. All whistleblower complaints will be reported to the Executive Committee of the Board on a timely basis by either the Executive Director or the Board Chair.