

**AUSTIN PETS ALIVE!
WHISTLEBLOWER PROTECTION POLICY**

If any employee reasonably believes that some policy, practice, or activity of Austin Pets Alive! is in violation of law, a written complaint may be filed by that employee with the Executive Director.

It is the intent of Austin Pets Alive! 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 goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Austin Pets Alive! and provides Austin Pets Alive! with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement:

Austin Pets Alive! will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Austin Pets Alive!, or of another individual or entity with whom Austin Pets Alive! had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

Austin Pets Alive! will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Austin Pets Alive! that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

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 the Policy.

Employee Signature and Date

Policy approved by the Board of Directors on January 23, 2018

Board resolution: The board of directors approves the inclusion of the above statement in the Employee Handbook, and directs the Executive Director to ensure that it is given to and acknowledged by all employees.