

BIBLES FOR THE WORLD, INC.

Proposed Policy on Suspected Misconduct, Dishonesty, Fraud, and “Whistle-blower” Protection

This policy has been unanimously made a Resolution of the Board of Directors of Bibles For The World, Inc. This policy affirms that no director, officer, employee or any other person who in good faith reports misconduct or a violation shall suffer harassment, retaliation or adverse employment consequence.

This policy is also intended to encourage and enable employees and others to raise legitimate concerns within the organization before seeking resolution outside the organization.

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which constitutes corporate fraud, or is a violation of state or federal law, or is a violation of the policies of Bibles For The World that relate to illegal, immoral or unbiblical conduct or activities.

If any person knows of or has a suspicion about misconduct, dishonesty or fraud, the Executive Director or Chief Operating Officer should be contacted. If the alleged wrongdoing concerns the Executive Director, then the President or another officer or a member of the Board of Director of Bibles For The World should be notified instead.

If the Executive Director, President or other officer of the organization receives information about misconduct, dishonesty or fraud, they shall inform the Board (or, alternately, either the Audit Committee or the Executive Committee), which shall determine the procedure for investigating and addressing all credible allegations.

Assurances for the Complainant

1. The privacy and reputation of individuals who come forward with suspected misconduct, dishonest, fraud and/or “whistle-blowing” will be respected.
2. There will no punishment or other retaliation for the reporting of misconduct under this policy.
3. **Any employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.**
4. As a principle consideration anyone accused of misconduct is, under law, considered innocent until proven guilty, so any actual misconduct that is discovered and/or reported will be investigated, and after which the proper authorities will act.
5. If the person providing the information requests anonymity, this request will be respected unless doing so will impede any investigation.
6. If misconduct is suspected or there is credible evidence toward that outcome, a complainant is expected to act on it quickly so that the complaint can be resolved.
7. Subject to legal constraints the complainant will receive information about the outcome of any investigations.

Document Retention

Bibles For The World shall retain as a part of the records of the Committee any such complaints or concerns for a period of at least seven years.

Definition of Terms

For purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with organization policy
- Theft or other misappropriation of organization assets
- Misstatements or other irregularities in organization records
- Deliberate reporting of incorrect financial statements
- Misuse of organization resources
- Illegal, immoral, or unbiblical activities
- Forgery or alteration of documents
- Any other form of fraud

Bibles For The World reserves the right to modify or amend this policy at any time as it may deem necessary.