



## **WHISTLEBLOWER**

*(Adopted March 14, 2012)*

The District of Columbia Bar Foundation (the “**Foundation**”) expects its directors, officers, employees, and volunteers to observe high ethical standards and to comply with applicable laws and regulations in the conduct of their duties. This Whistleblower Policy (this “**Policy**”) describes the process for individuals to submit complaints regarding the quality and integrity of the Foundation’s accounting, auditing, and financial reporting controls and procedures as well as the Foundation’s legal or regulatory compliance (“**Complaints**”). Any director, officer, or employee who violates or suspects any violation of the law, regulations, ethical rules, or any policy of the Foundation is expected to report such activity as soon as possible by submitting a Complaint.

Complaints may be submitted to the Executive Director, who will promptly forward any such Complaints to the Audit Committee. Complaints may also be submitted directly to the Audit Committee. Complaints must be in writing and include a full statement of the acts or omissions, along with relevant dates, forming the basis of the Complaint. Complaints should state that they are made pursuant to this Policy. In order to facilitate an investigation, individuals submitting Complaints should include their contact information. Individuals may also submit Complaints on an anonymous basis. The Foundation will use its best efforts to maintain the anonymity of any such Complaint, but an investigation may result in the identification of the individual.

To submit a Complaint to the Executive Director, send it to the following address:

The District of Columbia Bar Foundation  
2000 P Street, N.W., Suite 530  
Washington, DC 20036

To submit a Complaint to the Audit Committee, send it in a sealed envelope to the Chair of the Audit Committee either at that individual’s place of work, as listed in the Board roster, or to the Foundation’s address, above.

The Audit Committee will investigate every Complaint and take or recommend corrective and disciplinary actions, if appropriate. The Audit Committee may enlist employees of the Foundation and/or outside legal, accounting, or other advisors, as appropriate, to conduct any investigation of Complaints. The Audit Committee will retain and maintain a record of all Complaints received by it and the Executive Director pursuant to this Policy and the results of the investigations. Confidentiality will be maintained throughout the investigation to the extent reasonable and practicable under the circumstances, and consistent with appropriate investigative and corrective action.

**The Foundation does not permit retaliation or discrimination of any kind against any individual for Complaints submitted pursuant to this Policy that are made in good faith.**