

# Everyone's Harvest Whistleblower Policy

**Purpose:** Everyone's Harvest is sincerely committed to quality standards of ethical and legal business conduct. Because of this, Everyone's Harvest is commitment to open communication, Everyone's Harvest Whistleblower Policy aims to provide an avenue for employees, independent contractors, volunteers, and/or any one to raise concerns and reassurance that they will be protect from reprisals or victimization for whistleblowing. Everyone's Harvest Whistleblower Policy is intended to cover protections for anyone who raises concerns regarding Everyone's Harvest. Concerns may be:

- Incorrect financial reposting
- Unlawful activity
- Activities that are not in line with Everyone's Harvest policy or otherwise amount to serious improper conduct

## **Safeguards:**

*Harassment or Victimization* – Harassment or victimization for reporting concerns under this policy will not be tolerated.

*Confidentiality* – All effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

*Anonymous Allegation* – Everyone's Harvest Policy encourages anyone to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Complaints and/or concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources

*Bad Faith Allegations* – Allegations in bad faith may result in disciplinary action.

## **Procedure: Process for Raising a Complaint and/or Concern:**

*Reporting:* Everyone's Harvest Whistleblower Policy Procedure is intended to be used for serious and sensitive issues. Complaints and concerns, including those related to financial reporting, unethical or illegal conduct, may be reported directly to one or more of Everyone's Harvest Board of Directors:

**Hester  
Parker  
President**

430 Evergreen Rd  
Pacific Grove, CA  
93950

Hester@everyones  
harvest.com

(831) 869-9051

**Terri Pyer  
Vice-  
President**

22406 Montera  
Place  
Salinas, CA 93908

(831) 540-5916

**Bruce  
Delgado  
Treasurer**

3037 Vaughan Ave  
Marina, CA 93933  
(831) 277-7690

Service Conducted or Employment related concerns should continue to be reported through your normal channels:

**Reid Norris, Executive Director**

249 10<sup>th</sup> Street  
Marina, CA 93933  
(831) 384-6961

*Timing* – The earlier a complaint and/or concern is expressed, the easier it is to take action.

*Evidence* – Although the person or persons filing the complaint and/or concern is not expected to prove the truth of an allegation, the complainer should be able to demonstrate to the person contacted that the report is being made in good faith.

**Procedure: 2. How the report of Complaint and/or Concern will be Handled by Everyone's Harvest**

The action taken by Everyone's Harvest in response to a report of concern under this policy will depend on the nature of the complaint and/or concern. The Audit Committee of Everyone's Harvest Board of Directors shall receive information on each report of concern and follow-up information on action taken.

*Initial Inquiries* – Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some complaints and/or concerns may be resolved without the need for investigation.

*Further Information* – The amount of contact between the complainant and the person or persons investigating the complaint and/or concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

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