



JABALU-NUR FOUNDATION, INC.

POLICY GOVERNING WHISTLEBLOWER PROTECTION

The Board of Directors of JABALU-NUR FOUNDATION, INC.

adopts the following Policy in order to strengthen its existing policies and procedures, maintain and exemplify “best practices,” and comply with applicable law¹ and regulations.

1. Jabalu-Nur Foundation, Inc., encourages any staff member or volunteer to bring instances of improper conduct, such as waste, fraud, financial impropriety, or abuse, to the attention of a responsible person who can be counted upon to investigate the problem promptly and fairly.
2. Any staff member or volunteer of Jabalu-Nur Foundation, Inc., who reports waste, fraud, financial impropriety or abuse will not be fired or otherwise retaliated against for making the report.
3. There are several ways to make a confidential - and anonymous if so desired - report of suspected waste, fraud, or abuse:
 - a) Send a written report to:
 - The Board Chair, Zahirah Doumar, Zahirah.Doumar@gmail.com; or
 - The Audit Committee Chair, Khalidah Bilal, khalidah.bilal@gmail.com
 - b) Send an email to:
 - The Board Chair, Zahirah Doumar, Zahirah.Doumar@gmail.com or
 - The Audit Committee Chair, Khalidah Bilal, khalidah.bilal@gmail.com
 - c) Telephone to:
 - Board Chair, Zahirah Doumar, 972-217-8875
 - Audit Committee, Chair Khalidah Bilal, 972-217-8875
 - d) Personal meeting with either of the above.
4. The report shall be taken seriously and investigated. The person or persons charged with alleged impropriety shall be given an opportunity to respond to the allegations in person or in writing. Even if the matter is determined not to constitute improper conduct, the individual making the report will not be retaliated against. That person shall not be subject to any punishment – including firing, demotion, suspension, reprimand, harassment, failure to consider the employee for promotion, or any other kind of discrimination – in retaliation for making the report.
5. Following the investigation, Jabalu-Nur Foundation, Inc. will:
 - a) Provide the person filing a report with a summary of the findings;
 - b) Take appropriate steps to deal with the issue addressed, including making operational or personnel changes, or justify why corrections are not necessary;
 - c) If warranted, contact law enforcement to deal with any suspected criminal activities.
6. Jabalu-Nur Foundation, Inc. will maintain confidential records of all actions taken under this Policy.
7. The Board Audit Committee has responsibility for oversight of compliance with this Policy.

Approved by the Board of Directors:

¹ Nonprofit organizations are required by federal law to adopt a whistleblower protection policy (Public Company Accounting Reform and Investor Protection Act of 2002, “*Sarbanes-Oxley*”). This is one of two requirements of *Sarbanes-Oxley* that apply to nonprofits, which are otherwise not subject to that federal legislation.