



Whistleblower Policy

Arab Student Aid International (ASAI)

Adopted by the Board of Directors on Jan 15, 2021

1. Purpose

The purpose of this Whistleblower Policy is to ensure that all directors, officers, employees, volunteers, and associated individuals of Arab Student Aid International (ASAI) act with integrity and in accordance with all applicable laws and ethical standards. It provides a process for reporting and addressing suspected violations of laws, regulations, or organizational policies without fear of retaliation.

2. Policy Statement

ASAI is committed to maintaining the highest standards of conduct and ethics. All individuals associated with the organization have a responsibility to report concerns about suspected misconduct, dishonesty, fraud, violations of law, or unethical behavior. Retaliation against anyone who makes a report in good faith is strictly prohibited.

3. Scope

This policy applies to all ASAI board members, officers, employees, interns, contractors, consultants, and volunteers. It covers any improper or illegal activities including, but not limited to:

- Financial improprieties or misuse of funds
- Accounting or auditing irregularities
- Conflicts of interest
- Fraud, theft, or embezzlement
- Violation of donor intent or grant requirements
- Discrimination, harassment, or unsafe work practices
- Any other behavior inconsistent with ASAI's Code of Ethics or mission

4. Reporting Procedure

- **A. How to Report:**

Reports may be made verbally or in writing to the Executive Director or President of the Board of Directors. If the concern involves one of these individuals, the report may be made directly to the Audit or Governance Committee Chair.

- **B. Anonymous Reporting:**

Reports may be submitted anonymously by mail or email to a designated confidential address:
Arab Student Aid International – Confidential Whistleblower Report
[Insert Mailing Address or Secure Email]

- **C. Content of the Report:**

Reports should contain sufficient detail to allow an investigation, including names, dates, witnesses, and a description of the suspected misconduct.

5. Investigation

All reported concerns will be promptly and thoroughly investigated by the Executive Director or designee, in coordination with the Board or relevant committee. Findings will be documented and, if necessary, corrective action will be recommended and implemented. Investigations will be conducted with the highest degree of confidentiality possible.

6. Confidentiality

Every effort will be made to protect the identity of the whistleblower consistent with the need to conduct an adequate investigation. Confidentiality will be maintained to the extent possible under applicable law.

7. No Retaliation

No individual who, in good faith, reports a violation or participates in an investigation shall suffer harassment, retaliation, or adverse employment consequences. Anyone who retaliates against a whistleblower is subject to disciplinary action, up to and including termination or removal from the Board.

8. Acting in Good Faith

Reports must be made in good faith with reasonable grounds for believing the information disclosed indicates a violation. Anyone making a report maliciously or with knowledge that it is false will be subject to disciplinary action.

9. Documentation and Retention

All whistleblower complaints and investigation records will be retained by ASAI for a minimum of **seven (7) years** in accordance with the organization's record retention policy.