



Whistleblower Protection Policy

Epic-Cure®

Epic-Cure® requires directors, officers, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As volunteers and representatives of Epic-Cure®, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable volunteers and others to raise serious concerns internally so that Epic-Cure® can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, and volunteers to report concerns about violations of Epic-Cure®'s code of ethics or suspected violations of law or regulations that govern Epic-Cure®'s operations.

No Retaliation: It is contrary to the values of Epic-Cure® for anyone to retaliate against any board member, officer, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Epic-Cure®. A volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure: Epic-Cure® has an open door policy and suggests that volunteers share their questions, concerns, suggestions, or complaints with their Team Leader. If you are not comfortable speaking with your Team Leader or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director, or a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Epic-Cure®'s Compliance Officer or designated volunteer or board member, who has the responsibility to investigate all reported complaints. Volunteers with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer.

Compliance Officer: Epic-Cure®'s Compliance Officer is responsible for ensuring that all complaints, about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Vice President of Epic-Cure® on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters: Epic-Cure®'s Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls, or auditing, and work with the committee until the matter is resolved.

Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations: Epic-Cure®'s Compliance Officer shall notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Epic-Cure®'s Compliance Officer shall be a member of the Board of Directors of Epic-Cure® and shall serve in that capacity until the earlier of his or her resignation as Compliance Officer or resignation from the Board of Directors of Epic-Cure®. Epic-Cure®'s Compliance Officer must reside in Northeast Florida and be available to field all complaints within forty-eight (48) hours of their receipt by any Team Leader or Board Member of Epic-Cure®.

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