

**Greater Williamsburg Community Trust
(DBA Williamsburg Community Foundation)**

Whistleblower Policy

The Williamsburg Community Foundation (Foundation) is committed to complying with all applicable laws and regulations and to maintaining open communication concerning its governance and finances. The Foundation encourages employees, board members, and parties external to the Foundation (ie. Whistleblowers) to inform the organization about any ethical violations, violations of Foundation policies and/or violations of the law including, but not limited to, any of the following conduct:

- theft;
- financial reporting that is intentionally misleading;
- improper or undocumented financial transactions;
- improper destruction of records;
- improper use of assets;
- violations of Foundation's conflict-of-interest policy; and
- any other improper occurrence regarding cash, financial procedures, or reporting.

The Foundation requests that any Whistleblower who has a reasonable belief or suspicion about any improper transaction, bring the matter to the Chairman of the Board of Trustees, or if the complaint involves the Chairman of the Board of Trustees, to the Chairman of the Audit Committee. Whistleblowers will not be subject to retaliation.

Additionally, employees will not be disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort. The Chairman of the Board of Trustees or Audit Committee Chairman will have the responsibility to investigate and take appropriate action.

At the same time, the Foundation expects all Whistleblowers to take this policy seriously, to use it in good faith, and to use it when necessary and in a judicious manner. Reports that are not made in good faith, or that are intended to harass or annoy an employee, volunteer or board member, may result in disciplinary action.

This policy shall be made publicly available on the Foundation's website.