



## TEXAS VETERINARY MEDICAL FOUNDATION Whistleblower Policy for Board Members and Staff

The Texas Veterinary Medical Foundation's, *hereinafter* referred to as Foundation, Code of Ethics and Conduct (the "Code of Ethics") requires trustees, officers, and employees to observe high standards of business and personal ethics in the conduct of their Foundation duties and responsibilities. As representatives of the Foundation, we must practice honesty and integrity in fulfilling our responsibilities and we must comply with all applicable laws and regulations. It is the responsibility of all directors, officers, and employees to comply with the Code of Ethics and to report violations or suspected violations in accordance with this Whistleblower Policy. No trustee, officer, or employee who in good faith reports a violation of the Code of Conduct shall suffer harassment, retaliation or adverse employment consequence.

Suspected violations of the Code of Ethics are to be reported to the President of TVMF. The Foundation's Vice President has specific and exclusive responsibility to investigate all reported violations. In the event the suspected violation involves the Vice President, suspected violations shall be reported to the Foundation Secretary.

Anyone filing a complaint concerning a violation or suspected violation of the Code of Ethics must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code of Ethics. 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.

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

The President of the Foundation will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

This policy is adopted on the 17<sup>th</sup> day of November 2022, the Board of Trustees, Texas Veterinary Medical Foundation.

A handwritten signature in black ink that reads "Chad James, DVM".

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Texas Veterinary Medical Foundation Board President