



**Grand Parlor Office**  
**Native Daughters of the Golden West**  
543 Baker St.  
San Francisco, CA 94117-1405

Phone: (415) 563-9091  
Fax: (415) 563-5230  
Email: [grandparlor@ndgw.org](mailto:grandparlor@ndgw.org)  
Website: [www.ndgw.org](http://www.ndgw.org)

## **The Native Daughters of the Golden West Whistleblower Protection Policy**

The Native Daughters of the Golden West which includes The Grand Parlor, Native Daughter Home, Children's Foundation, and Charitable Foundation Inc, hereinafter collectively referred to as "NDGW" or "the NDGW" prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, the NDGW has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any employee or volunteer who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the current NDGW Grand President or current Grand Vice President to allow the organization to investigate, and if applicable, correct the situation or condition.

If the current Grand President or current Grand Vice President is involved or believed to be involved in the matter being reported, employees and volunteers may report the event a current member of the Board of Directors designated to review the matter. Authorized NDGW representatives will be appointed to conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

"Financial wrongdoing" may include, but is not limited to:

- Questionable accounting practices
- Fraud or deliberate error in financial statements or recordkeeping
- Deficiencies of internal accounting controls
- Misrepresentations to the Board of Directors, Past Grand President, Chairmen of NDGW State Committees, Officers of NDGW Subordinate Parlors, or Grand Parlor Office and Bookkeeping Staff (including deviation from full reporting of financial conditions)

If any employee or volunteer reports in good faith what they believe to be a violation of the law and/or financial wrongdoing to the NDGW, its legal counsel, or to a federal, state, or local agency, or assists in an investigation concerning financial wrongdoing, it is the organization's policy that there will be no retaliation taken against the employee.

A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination or other legal means, to protect the reputation of the organization and members of the Board of Directors and staff.

Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination.

Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the current NDGW Grand President.

This Whistleblower Protection Policy was adopted by executive action by the NDGW Board of Directors this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

A true record,

---

Grand Secretary of the NDGW Board of Directors

**PLEASE SIGN THE NEXT PAGE**

## Confirmation of Receipt of Whistleblower Protection Policy

I have received my copy of the NDGW Whistleblower Policy. I understand and agree that it is my responsibility to read and familiarize myself with this Policy.

I understand that the NDGW is committed to providing a work environment that is free from harassment, discrimination, and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this Policy.

Employee Title \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_