



## UNWLA Policies and Procedures

### Part 3: National Policies and Procedures

#### Section 6: Whistleblower Policy

##### Introduction

The Ukrainian National Women's League of America (UNWLA) is committed to conducting its affairs with integrity and in compliance with all applicable laws and regulations. As part of this commitment, UNWLA encourages its members, employees, volunteers, and stakeholders to report any concerns about suspected unethical, illegal, or fraudulent activities within the organization.

This Whistleblower Policy is intended to guide how individuals can raise such concerns, assure them of protection from retaliation, and outline the process for investigating and addressing reported concerns.

The 1<sup>st</sup> Vice President will act as the Compliance Officer in cases of reported unethical, illegal, or fraudulent activities within the UNWLA and, together with the Executive Committee, will identify the proper investigative authority

##### Reporting Procedure

Any individual who becomes aware of suspected unethical, illegal, or fraudulent activities within the UNWLA should report their concerns promptly. Reports can be made through any of the following channels:

- Directly to the 1<sup>st</sup> Vice President of the UNWLA
- By email [vp@unwla.org](mailto:vp@unwla.org)
- By mail addressed to:

UNWLA c/o 1<sup>st</sup> Vice President  
203 Second Avenue  
New York, NY 10003

Reports should include as much detail as possible, including the nature of the concern, individuals involved (if known), and any supporting evidence available.

##### Protection Against Retaliation

The UNWLA prohibits retaliation against any individual who, in good faith, reports concerns or cooperates with investigations related to suspected unethical, illegal, or fraudulent activities.

Any retaliation against a whistleblower will be subject to disciplinary action, including termination or expulsion from the organization.

### **Confidentiality**

UNWLA will handle all whistleblower reports with the utmost confidentiality to the extent possible, consistent with the need to conduct a thorough investigation (this may include the Legal or National Audit Committee or a special committee). Information related to whistleblower reports will only be disclosed to individuals who need to know to investigate and address the reported concerns.

### **Investigation and Resolution**

Upon receiving a whistleblower report, the 1<sup>st</sup> Vice President and the Executive Committee determine the proper investigative body to investigate the allegations fairly and impartially. The investigation may involve interviews with relevant parties, review of documents and records, and any other steps necessary to gather relevant information.

Once the investigation is complete, a report will be provided to the UNWLA Executive Committee, which will take appropriate action based on the findings. This may include disciplinary action against individuals found to have engaged in unethical, illegal, or fraudulent activities and implementing corrective measures to prevent the recurrence of such activities in the future.

### **Recordkeeping**

The UNWLA will maintain records of all whistleblower reports and their resolution, consistent with applicable laws and regulations.

### **Non-Retaliation**

The UNWLA will not tolerate retaliation against individuals who report concerns in good faith. Any retaliation against a whistleblower will be subject to disciplinary action.

### **Contact Information**

For questions or concerns about this Whistleblower Policy, individuals may contact:

1<sup>st</sup> Vice President at [vp@unwla.org](mailto:vp@unwla.org)

### **Review and Revision**

This Whistleblower Policy will be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations