

Jewish Jumpstart

Policy on Financial Responsibility and Reporting of Financial, Auditing or Governance Improprieties

Approved by the Board of Directors, May 16, 2008

Jewish Jumpstart is committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. It is important that Jewish Jumpstart be apprised about unlawful or improper behavior 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 Jewish Jumpstart's conflict-of-interest policy; and
- any other improper occurrence regarding cash, financial procedures, or reporting.

We request the assistance of every officer, director, and employee who has a reasonable belief or suspicion about any improper transaction. Jewish Jumpstart values this input and each employee should feel free to raise issues of concern, in good faith, without fear of retaliation. Employees will not be harassed, disciplined, demoted, lose their jobs, or be retaliated against for asking questions or voicing concerns about conduct of this sort. At the same time, Jewish Jumpstart expects all employees 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 otherwise are intended to harass or annoy an employee, may result in disciplinary action, including termination. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable officers, directors, employees and others to raise serious concerns within Jewish Jumpstart prior to seeking resolution outside the organization.

Making a Report?

We encourage any employee who has a concern regarding an action concerning Jewish Jumpstart's governance, finances, or compliance with all applicable laws and regulations to raise the concern with a supervisor, the Chief Executive Officer, or the Chief Financial Officer.

If for any reason the employee does not believe these channels of communication are adequate, the concern should be reported immediately to either the chair of the Board or the chair of the Audit Committee. Anonymous reports will be accepted, and all reports will be handled on a confidential basis to the extent possible, consistent with the need to conduct an adequate investigation.



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Handling of Reports

The Board Chair or the Chair of the Audit Committee will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be investigated promptly. The Board Chair or the Chair of the Audit Committee will coordinate the investigation and Jewish Jumpstart will take appropriate action as it deems justifiable by the circumstances.

This policy is to be posted in the office of Jewish Jumpstart and communicated to all new officers, directors, and employees as part of their orientation. In addition, every year, after the annual election of the board chair and after the chair of the audit committee has been selected, the Chief Operating Officer will have the responsibility of updating the contact information for both of those individuals and then sending the policy with the updated contact information to all staff.