

WHISTLEBLOWER POLICY

10.1 Purpose

RISE requires and encourages directors, officers and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of RISE to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all staff is necessary to achieving compliance with various laws and regulations.

10.2 Reporting Violations

If any director, officer, staff or employee reasonably believes that some policy, practice, or activity of RISE is in violation of law, a written complaint must be filed by that person with the president or secretary.

10.3 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of ethics. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

10.4 Retaliation

Said person is protected from retaliation only if she or he brings the alleged unlawful activity, policy, or practice to the attention of RISE and provides RISE with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

RISE shall not retaliate against any director, officer, staff member or employee who in good faith, has made a protest or raised a complaint against some practice of RISE or of another individual or entity with whom RISE has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

RISE shall not retaliate against any director, officer, staff member or employee who discloses or threatens to disclose to a supervisor or a public body, any activity, policy, or practice of RISE that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

10.5 Confidentiality

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 shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

10.6 Handling of Reported Violations

The board president or secretary shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. The board and its appointed committee shall promptly investigate all reports, and appropriate corrective action shall be taken if warranted by the investigation.

10.7 Policy Availability and Acknowledgment

The president shall ensure that this policy is given to and acknowledged by all directors, officers, staff members and employees and they shall have the opportunity to ask questions about the policy.