



POLICY

LAWYERS ALERT WHISTLE BLOWING

HUMAN RESOURCES POLICY NO. 602

Date Effective: November 2009

Supersedes: May 1, 2006

PURPOSE: To define the policy of Lawyers Alert with respect to both the reporting and investigation of allegations of suspected unlawful activities and the protection of whistleblowers from retaliation. It describes the procedures for investigating known or suspected improper activities and addressing complaints of retaliation for raising such issues.

APPLICATION: This policy applies to all Lawyers Alert staff Nationwide.

POLICY:

It is the policy of Lawyers Alert to abide by all applicable Federal, State, and Local laws, rules, and regulations and to comply with the organization's code of ethics. Violations of legal provisions and ethical standards can taint the credibility of the entire organization and cause the organization and its employees to be subjected to adverse publicity and distrust by the public, our partners, and the government. We take seriously our obligation to prevent these kinds of violations.

PROCEDURE:

If an employee believes that Lawyers Alert, through the acts of any of its employees or agents, is in violation of applicable law or its ethical obligations, such conduct should be immediately reported to an appropriate manager. In most cases, the violation should be reported to an employee's immediate supervisor in writing and signed by the employee. If this is not practical, or if that action is taken but Does not correct the perceived violations, a written statement, signed and dated, should be made by the employee to the President with the specific information that the employee knows, so that an investigation may be undertaken. If the alleged violation involves the conduct of the President, the violation should be reported in writing to the Chair of the Board of Trustees.

Lawyers Alert will investigate all allegations of legal and ethical violations as promptly and confidentially as possible. All employees should act responsibly and truthfully in making allegations, responding to allegations, and providing information in an investigation. Any employee who is determined, after an investigation, to have engaged in illegal or unethical acts in violation of law or Lawyers Alert policies shall be subject to discipline, up to and including termination.

The President is required to report to the audit/Finance committee at least annually on compliance activity.

The audit/Finance committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The President shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

There will be no retaliation by Lawyers Alert or any of its employees against any employee who makes a good faith report pursuant to this policy, even if an investigation shows that there has not been a violation.