

Maasai Education Foundation Whistleblower Protection Policy

The Maasai Education Foundation (Foundation) requires directors, officers, partners, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of the Foundation, must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable directors and others to raise serious concerns internally so that Foundation can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, volunteers, and partners to report concerns about violations of Foundation's code of ethics or suspected violations of law or regulations that govern Foundation's operations.

No Retaliation

It is contrary to the values of Foundation for anyone to retaliate against any board member, officer, volunteer, or partner who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Foundation. A Foundation representative who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of association with the Foundation.

Reporting Procedure

The Foundation has an open-door policy and suggests that board members, officers, volunteers, and partners share their questions, concerns, suggestions or complaints with the Foundation Board chairperson. If you are not comfortable speaking with the Board chairperson or you are not satisfied with the chairperson's response, you are encouraged to speak with board member. Board members are required to report complaints or concerns about suspected ethical and legal violations in writing to the Foundation's Board, which has the responsibility to investigate all reported complaints.

The Board is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

Accounting and Auditing Matters

The Treasurer or a director shall immediately notify the Audit Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written 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. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Foundation Board will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.