SPEAK UP

Our whistleblower and ethics reporting policy

Our Commitment

Families trust Curesearch with something that cannot be replaced: hope for a child with cancer. Donors trust us with the money that funds that hope. We hold our board members, officers, and employees to the highest standards of business and personal ethics. Everyone who acts on behalf of Curesearch is expected to be honest, to demonstrate integrity, and to comply with every law and regulation that applies to our work.

Standards mean nothing without a way to raise a concern when something looks wrong. Our Board of Directors adopted this whistleblower policy so that anyone who sees a problem has a clear, protected way to report it, and so that Curesearch can address it.

Who Can Report a Concern

Board members, officers, and employees of Curesearch are **obligated** to report concerns about potential violations. Supervisors and managers who receive a concern are required to put it in writing to our Compliance Officer.

We also welcome reports from anyone else connected to our work: volunteers, event participants, donors, grant recipients, research partners, vendors, and members of the families we serve. You do not need to be part of Curesearch to tell us that something is wrong.

What to Report

Raise anything that suggests a violation of law, regulation, or Curesearch policy.

Financial and accounting concerns

Improper accounting or auditing practices, weaknesses in internal controls, falsified records, or any misuse of charitable funds.

Legal and regulatory violations

Any conduct that appears to violate the laws and regulations that govern how a nonprofit operates, raises funds, or reports.

Harassment or discrimination

Any instance of harassment or discrimination involving staff, volunteers, participants, or partners.

Violations of Curesearch policy

Conflicts of interest, misuse of organizational resources, breaches of donor privacy, or any departure from the policies that govern our work.

> **You do not need proof.**

You are not expected to investigate, gather evidence, or be certain before you speak up. You only need to act in good faith, with reasonable grounds to believe that something may be wrong. Finding out what happened is our job, not yours.

How to Report

Start wherever you are most comfortable. You may skip any step.

1

Talk to your supervisor

Curesearch has an open-door policy. If you are staff or a volunteer, the simplest route is usually the person you report to. If that person is the subject of your concern, or you are not satisfied with the response, go straight to step two.

2

Contact our Compliance Officer

Our Chief Operating Officer serves as the Compliance Officer and is responsible for ensuring that every reported concern is investigated and resolved. Write tahira.west@curesearch.org or call 240-235-2200. This is the route we recommend for anyone outside the organization.

3

Write to the President or the Board of Directors

You may take a concern directly to the President and Chief Executive Officer or to the Board of Directors at any time, without going through anyone else. Mark your letter confidential and send it to Curesearch for Children's Cancer, 4800 Hampden Lane, Suite 200, Bethesda, MD 20814, or email jared.brancazio@curesearch.org.

Reports about accounting or auditing go straight to the Board.

If a concern involves corporate accounting practices, internal controls, or auditing, our Compliance Officer notifies the Board of Directors immediately and works with the Board Treasurer until the matter is resolved. That escalation is automatic and does not depend on anyone's judgment about how serious the concern is.

What We Promise You

No retaliation

No one who reports a concern in good faith, or who cooperates in an investigation, will face harassment, retaliation, or any adverse employment consequence. Anyone who retaliates is subject to discipline up to and including termination of employment or volunteer status.

Confidentiality

Your report and the investigation that follows are kept confidential to the extent possible, consistent with conducting a proper investigation. Disclosing a report to someone not involved in the investigation is itself a serious disciplinary offense.

Acknowledgment

Our Compliance Officer will confirm receipt of your report. You will not be left wondering whether it reached anyone.

A real investigation

Every report is investigated promptly, and corrective action is taken when warranted by the investigation. The Compliance Officer keeps the President and the Board informed of the status and resolution of every complaint.

> **If you believe you are being retaliated against**
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> Contact the Compliance Officer immediately. Retaliation is treated as its own violation and is investigated as seriously as the concern that prompted it.

Acting in Good Faith

Anyone raising a concern must act in good faith and have reasonable grounds to believe that the information they are sharing indicates a possible violation. Good faith is the only test. Being mistaken is not a problem, and a concern that turns out to have an innocent explanation costs you nothing.

An allegation that is unsubstantiated and that proves to have been made maliciously, or that the person making it knew to be false, is treated as a serious disciplinary offense. That standard protects people who speak up honestly by ensuring the process is not misused.

What Happens After You Report

1	**Acknowledgment.** The Compliance Officer confirms receipt of your report.
2	**Investigation.** The Compliance Officer investigates promptly, involving the Board Treasurer when the concern relates to accounting or auditing, and legal counsel when appropriate.
3	**Corrective action.** Where the investigation warrants it, Curesearch takes corrective action, which may include discipline, changes to internal controls, or changes to policy.
4	**Reporting and resolution.** The Compliance Officer advises the President and the Board of Directors of every complaint and updates them on its status and resolution.

Report a Concern

Every report is read. Every report is acknowledged. Every report is investigated.

Tahira.West@curesearch.org | 235-240-2200

Curesearch for Children's Cancer, 4800 Hampden Lane, Suite 200, Bethesda, MD 20814

This page summarizes the Curesearch Whistleblower Policy adopted by the Board of Directors. The full policy is available on request from the Compliance Officer. Curesearch for Children's Cancer, Inc. is a registered 501(c)(3) nonprofit organization, EIN 95-4132414.