



WHISTLEBLOWER POLICY

PURPOSE

This Whistleblower Policy of the New Jersey State Funeral Directors Association and related entities (the “Organization”) is intended to provide protections for Directors, Trustees, Committee members or Employees if they raise the following concerns (referred to as “Suspected Violations”) regarding the Organization:

- incorrect financial reporting, accounting or audit procedures;
- unlawful activity or illegal policies;
- activities of management or volunteer leadership which otherwise amount to serious improper conduct.

NO RETALIATION

No Director, Trustee or Employee who in good faith reports a Suspected Violation shall suffer harassment, retaliation, or adverse consequence. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline. This Whistleblower Policy is intended to encourage and enable Directors, Trustees and Employees to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

REPORTING VIOLATIONS

The policy encourages Directors, Trustees and Employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Executive Director is in the best position to address an area of concern. However, if a Director, Trustee or Employee is not comfortable speaking with the Executive Director or is not satisfied with the Executive Director’s response, he or she is encouraged to speak with the Organization’s President or any of the Organization’s officers. For suspected fraud, individuals should contact the Organization’s attorney: Susan M. Holzman, Esq., Orloff, Lowenbach, Stifelman & Siegel, P.A., Office: 1-973-622-6200, E-mail: smh@olss.com.

ACTING IN GOOD FAITH

Anyone filing a complaint concerning a 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

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

HANDLING OF REPORTED VIOLATIONS

The individual receiving the report of a Suspected Violation will notify the sender and acknowledge receipt of the reported Suspected Violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

IMMUNITY

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.