

Whistleblower Policy & Procedures

At Multiplying Good, we value our employees and are ever mindful of the culture and values that we strive to create that will allow everyone to fulfill their full potential and the organization to achieve its mission and vision. However, we also recognize that, although unintentionally, we may at times institute policies or practices, or random acts of others, that may be in opposition to our intentions. Therefore, we have instituted the role of Ombudsman in the organization.

An ombudsman is one who assists individuals or groups in the resolution of conflicts or concerns. Our ombudsman, **Mr. James Meeks**, a member of Multiplying Good Board of Governors, is the designated neutral person who has been appointed to facilitate the informal resolution of concerns of employees or managers.

Ombudsman Contact Information:

James Meeks

jmeeks@movesystems.com

617-276-4421

The ombudsman's primary duties are:

- 1) To work with individuals or groups to explore and assist in determining options to help resolve conflicts, problematic issues or concerns, and
- 2) To bring systemic concerns to the attention of the organization for resolution. In this capacity, the ombudsman operates in a manner to preserve the confidentiality of those seeking services, maintains a neutral/impartial position with respect to the concerns raised, works at an informal level of the organizational system, and is independent of formal organizational structures.

Executing this role includes, but is not limited to:

- Listening and understanding issues while remaining neutral with respect to the facts;
- Assisting in reframing issues and developing and helping individuals evaluate options;
- Guiding or coaching individuals to deal directly with other parties, including the use of formal resolution resources of Multiplying Good organization;

- Referring individuals to appropriate resolution resources;
- Assisting in surfacing issues to formal resolution channels. When an individual is unable or unwilling to surface a concern directly, the ombudsman can assist by helping give voice to the concern and /or creating an awareness of the issue among appropriate decision-makers in the organization; and/or
- Facilitating informal resolution processes.

The ombudsman does not:

- Participate in formal investigations or play any role in a formal issue resolution process;
- Serve in any other organizational role that would compromise the neutrality of the ombudsman; or
- Create or maintain records or reports for the organization.

Most conflicts and sources of frustration in an organization do not require the assistance of an ombudsman. **Contacting the ombudsman should not be considered the first step to resolving a conflict or concern.** We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

1. If you feel you have a problem, present the situation to your manager first so that the problem can be settled by examination and discussion of the facts. We hope that your manager is able to satisfactorily resolve most matters.
2. If you still have questions after meeting with your manager or if you would like further clarification on the matter, request a meeting with the CEO who will review the issues and meet with you to discuss possible solutions.
3. If you still believe that your problem has not been fairly or fully addressed, request a meeting with the Board Chair, Jack Russi.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

We do recognize, however, that there may be certain circumstances where the only neutral resource to whom you can bring a concern will be the ombudsman. When this occurs, you should feel empowered to take this step and know that there will be no reprisal for your actions.

Whistle Blowing

Multiplied Good is committed to lawful and ethical behavior in all of its activities and requires that its employees, interns, contractors and volunteers conduct themselves in a manner that complies with all applicable state and Federal laws and company policies.

Reporting Concerns

Jefferson Awards Foundation employees who have a good faith concern regarding the legality or propriety of any action contemplated to be taken or taken by the firm by a Jefferson Awards Foundation employee, or a good faith belief that action needs to be taken for the firm to be in compliance with laws, policies, or ethical standards, should promptly advise the CEO.

If management is unresponsive, Multiplied Good employee should report his or her concerns to the Chairman of the Board of Governors. Reports can be made verbally or in writing, in person or anonymously. The company will treat the concern with the utmost confidentiality. Being thorough in our investigation means we cannot promise complete confidentiality, but we will act as discretely as possible and in the best interest of the employee.

If the concern is validated, the Chair of the Board of Governors will be notified and corrective action will be taken. Multiplied Good will not discharge, threaten or discriminate against any employee in any manner for his or her reporting in good faith what he or she perceives to be a wrongdoing, violation of law, or policy, or other unethical or illegal conduct. Multiplied Good will impose disciplinary measures, up to and including termination, against anyone who threatens or retaliates against an employee who makes such a good faith report.