

# International Child Care (USA), Inc.

## Whistle Blower Policy

Policy: If any employee reasonably believes that some policy, practice, or activity of International Child Care (USA), Inc. is in violation of law, a written complaint may be filed by that employee with the USA National Director or Chair of the Board Personnel Committee.

It is the intent of International Child Care (USA), Inc. to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of USA National Director or Chair of the Board Personnel Committee and provides USA National Director or Chair of the Board Personnel Committee with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

International Child Care (USA), Inc. will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of International Child Care (USA), Inc., or of another individual or entity with whom International Child Care (USA), Inc. had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

International Child Care (USA), Inc. will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of International Child Care (USA), Inc. that the employee reasonably believes is in violation of a law, a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

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Employee Signature and Date