

BURTON WATER COOPERATIVE

WHISTLEBLOWER POLICY

Adopted by the Board of the Burton Water Cooperative on November 7, 2023

The Burton Water Cooperative (the “**Cooperative**”) is committed to maintaining a workplace where employees, volunteers, constituents, officers and directors are free to raise good-faith concerns regarding the Cooperative’s practices and operations, specifically (1) reporting suspected violations of the law on the part of the Cooperative or its employees, volunteers, officers or directors, including but not limited to federal laws and regulations, and (2) providing truthful information in connection with an inquiry or investigation by a court, an agency, law enforcement, or other governmental body.

An employee, volunteer, constituent, officer or director who wishes to report a suspected violation of the law or the Cooperative policy may do so confidentially by contacting any director.

The Cooperative expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against the person(s) who report suspected violations of the law or who cooperate in inquiries or investigations. Any person who engages in retaliation will be subject to discipline up to and including termination.

Any person who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of the law or the Cooperative policy should immediately report the retaliation to any director.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Board will conduct, or designate other internal or external parties to conduct, the investigations.

The Board of Directors will cause to be retained - on a strictly confidential basis for a period of seven years - all records relating to any complaint and to the investigation and resolution thereof. All such records are confidential to the Cooperative and such records will be considered privileged and confidential.