

JAMAICA MISSIONS USA

WHISTLEBLOWER POLICY

1. General.

Jamaica Missions USA requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As directors, officers, employees and representatives of Jamaica Missions USA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulatory requirements in each parish we serve.

2. Reporting Responsibility.

Jamaica Missions USA seeks to have an “Open Door Policy” and encourages directors, officers and employees to share their questions, concerns, suggestions or complaints regarding the organization and its operations with someone who can address them properly. In most cases, an employee’s supervisor is generally in the best position to address an employee’s area of concern. However, if you are not comfortable speaking with your supervisor, then the employee is encouraged to speak with anyone on the Board whom the employee is comfortable in approaching, or to directly contact the organization’s outside legal counsel, whose contact information can be obtained from the President. Supervisors and managers are required to report suspected violations of the Code of Conduct to the CEO or CFO directly, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization’s open door policy, individuals should contact the CEO or Chairman of the Board.

3. No Retaliation.

No director, officer, or employee who in good faith reports a violation of the Code or regulation requirement shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within Organization prior to seeking resolution outside Organization.

4. Compliance Officer.

Organization’s Executive Director, working with the Chair of the Board, will act as Organization’s Compliance Officer. The Compliance Officer is responsible for investigating and resolving all employee complaints and allegations concerning violations of the Code. The Board Chair or his or her designee will take on the Compliance Officer role if the complaint involves the Executive Director. If the complaint involves both the Executive Director and Board Chair, outside legal counsel will carry out the functions of the Compliance Officer.

5. Accounting and Auditing Matters.

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the Committee until the matter is resolved.

6. Requirement of Good Faith.

Anyone filing a complaint concerning a violation or suspected violation of the Code or regulation requirements 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.

7. Confidentiality.

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

8. Handling of Reported Violations.

The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or e-mail) to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

CONTACT INFORMATION

John Kopchick

Director

Kent Willett

Director

William Henwood

Director

Vinus Alscott

Executive Director/President/Chief Executive Officer

Version Approved by Jamaica Missions USA Board of Directors – May 2014