

Buyamba, Inc. Whistleblower Policy

Effective Date: July 25, 2025

Approved by Board of Directors: July 30, 2025

1. Purpose

The purpose of this Whistleblower Policy is to encourage and enable employees, volunteers, board members, and other stakeholders to raise serious concerns internally so that Buyamba, Inc. can address and correct inappropriate conduct and actions. It reflects our commitment to integrity, transparency, and stewardship in accordance with our faith-based values.

2. Scope

This policy applies to all employees, volunteers, board members, contractors, and other individuals affiliated with Buyamba, Inc.

3. Policy Statement

- It is the policy of Buyamba, Inc. to:
- Encourage good faith reporting of suspected misconduct.
- Protect whistleblowers from retaliation.
- Investigate reported concerns promptly and thoroughly.
- Take appropriate corrective action when necessary.

4. What to Report

Concerns that should be reported include, but are not limited to the following examples of misconduct:

(a) Financial Misconduct

- Embezzlement or theft of funds.
- Falsification of financial records.
- Misuse of donations or grant money.

(b) Legal and Regulatory Violations

- Breach of local, state, or federal laws.
- Failure to comply with nonprofit regulations or reporting requirements.

(c) Abuse or Neglect

- Physical, emotional, or spiritual abuse of beneficiaries, staff, or volunteers.
- Neglect of vulnerable individuals under the organization's care.

(d) Ethical Violations

- Conflicts of interest not disclosed.
- Accepting gifts or favors that influence decision-making.
- Discrimination or harassment based on race, gender, religion, or other protected characteristics.

(e) Violations of Organizational Policies

- Breach of confidentiality.
- Misrepresentation of the organization's mission or activities.
- Inappropriate use of organizational resources.

(f) Faith-Based Integrity Issues

- Actions that contradict the organization's stated faith values.
- Misuse of spiritual authority or leadership position.

5. Reporting Procedure

Reports may be made:

- In person to a supervisor, department head, or designated ethics officer.
- In writing via email or letter to the Executive Director or any member of the board.
- Anonymously through chosen communication

All reports should include sufficient detail to allow for a proper investigation.

6. Confidentiality

Reports will be handled with the utmost confidentiality. The identity of the whistleblower will be protected to the extent possible, consistent with the need to conduct a thorough investigation.

7. No Retaliation

Buyamba, Inc. strictly prohibits retaliation against any individual who reports a concern in good faith. Any act of retaliation should be reported immediately and will be subject to disciplinary action.

8. Investigation and Resolution

All reports will be reviewed promptly. Investigations will be conducted impartially and may involve internal or external resources. Findings will be documented, and appropriate corrective actions will be taken.

9. Faith-Based Considerations

In all matters, Buyamba, Inc. will seek to uphold its faith-based principles, including compassion, justice, and reconciliation. Whistleblowers are encouraged to act with integrity and prayerful discernment.

10. Policy Review

This policy will be reviewed annually by the Board of Directors and updated as necessary to ensure continued relevance and effectiveness.