

Hill Country Rehabilitation House (HCRH) Whistle Blower Policy

HCRH is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to HCRH's business and does not relate to private acts of an individual not connected to the business of HCRH.

If an employee has a reasonable belief that an employee or HCRH has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Board President.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, HCRH will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

HCRH will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

HCRH may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

[In addition, HCRH will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by HCRH or any of its employees of a violation of any applicable law or regulation.]

Board of Directors will be trained on this policy and NCRH'S prohibition against retaliation in accordance with this policy.

Insurance records, current accident reports, claims, etc: permanently

Minute books of Board of Directors, including Bylaws and Articles of Incorporation: permanently

Payroll records and summaries: 10 years

Tax returns and worksheets and other documents relating to determination of tax liability: permanently

Warning: All permitted document destruction shall be halted if HCRH is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Board.