

KCNT1 Epilepsy Foundation Whistleblower Policy

The KCNT1 Epilepsy Foundation (KEF) is committed to upholding the highest standards of integrity, transparency, and accountability in all aspects of our operations. We value the dedication and contributions of our volunteers and recognize the importance of providing a mechanism for reporting concerns about suspected wrongdoing or misconduct. This Whistleblower Policy is designed to encourage the reporting of such concerns and to ensure that they are handled promptly, objectively, and in a confidential manner.

Policy Statement:

1. **Reporting Process:** If you become aware of any actions or behaviors that you believe may be in violation of laws, regulations, ethical standards, or our organization's policies, we encourage you to report your concerns promptly. You can do so by submitting a written report via email to a Director, Norman Metcalfe, nmetcalfe@me.com.
2. **Confidentiality:** We understand the importance of protecting the identity of whistleblowers. All reports will be treated with the utmost confidentiality to the extent permitted by law. Only individuals directly involved in the investigation and resolution process will have access to the information provided.
3. **Anonymous Reporting:** We recognize that you may prefer to report concerns anonymously. While we encourage open communication and the sharing of contact information to facilitate investigations, we understand the need for anonymity in certain situations. If you choose to remain anonymous, we will make every effort to investigate the reported concerns without revealing your identity. Please note that anonymous reports may limit our ability to fully investigate and address the matter.
4. **Protection Against Retaliation:** Our organization strictly prohibits any form of retaliation against individuals who report concerns in good faith. We are committed to ensuring that those who come forward with information are protected from any adverse actions or treatment. Any reprisals against whistleblowers will be subject to disciplinary action, which may include termination or legal remedies.
5. **Investigation and Resolution:** Upon receiving a report, our designated contact person or a designated committee will conduct a fair and impartial investigation. The investigation may involve gathering relevant information, interviewing

involved parties, and taking appropriate action based on the findings. We will make reasonable efforts to provide updates on the progress and outcome of the investigation to the extent permitted by law and without compromising the confidentiality of the parties involved.

6. **Retention of Records:** All records related to whistleblower reports, investigations, and resolutions will be maintained in a secure and confidential manner for the appropriate duration as required by law.
7. **Non-Retaliation Policy:** We encourage all members of our organization to cooperate fully in any investigation. Retaliation against any individual who participates in or assists with an investigation is strictly prohibited.
8. **Awareness and Training:** We will periodically raise awareness about this Whistleblower Policy and the importance of reporting suspected wrongdoing or misconduct. This may include providing information during volunteer orientations, Board of Director meetings, through our organization's communications channels, and by making the policy accessible on our website.
9. **Review of the Policy:** This Whistleblower Policy will be reviewed periodically by our organization's leadership or a designated committee to ensure its effectiveness and alignment with our organization's needs. Any necessary revisions or updates will be made accordingly.

By implementing this Whistleblower Policy, we aim to create an environment where individuals can raise concerns without fear of retaliation and work towards maintaining the highest standards of integrity and ethics within our organization.