



The Atlanta Botanical Garden requires all board members, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Atlanta Botanical Garden, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise concerns internally so that Atlanta Botanical Garden can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of Atlanta Botanical Garden's code of ethics or suspected violations of law or regulations that govern Atlanta Botanical Garden's operations.

No Retaliation

It is contrary to the values of Atlanta Botanical Garden for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports a suspected ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Atlanta Botanical Garden. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Atlanta Botanical Garden has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If an employee is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with the supervisor's direct supervisor or the Human Resources Manager. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Atlanta Botanical Garden's Human Resources Manager, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Human Resources Manager.

Compliance Officer

The Atlanta Botanical Garden's Human Resources Manager is responsible for ensuring that all complaints about suspected unethical or illegal conduct are properly investigated and resolved. The Human Resources Manager shall advise the President/CEO of all complaints and their resolution and will report at least annually to the Chair of the Finance Committee/Audit Committee on compliance activity relating to accounting or any alleged financial improprieties.

Accounting and Auditing Matters

The Atlanta Botanical Gardens CFO or President/CEO shall immediately notify the Finance Committee/Audit Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing, and they shall work with the Committee until the matter is resolved to the Committee's satisfaction.

Acting in Good Faith

Anyone submitting a concern or complaint regarding a suspected ethical or legal violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a potential violation. Allegations that prove to be unsubstantiated and to have been made maliciously, knowingly to be false, or not in good faith will be viewed as a serious offense subject to discipline up to and including termination of employment.

Confidentiality

Concerns or complaints about suspected violations may be submitted on a confidential basis by the complainant and will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Atlanta Botanical Garden's Human Resources Manager will notify the person who submitted a concern or complaint and acknowledge receipt of the concern or complaint. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.