Foursquare Whistleblower Protection Policy

1. Introduction
   a. Foursquare has zero tolerance for clergy misconduct, including any unlawful or unethical conduct, and encourages reporting such conduct.
   b. This Whistleblower Policy aims to assure a safe environment for reporting misconduct by Foursquare credentialed ministers so that employees, volunteers, or other persons can disclose clergy misconduct safely and with confidence that there will not be retribution for good faith reporting of known or suspected misconduct.
   c. This policy applies to all Foursquare credentialed ministers, all employees of the Foursquare denominational One Team, and the ICFG Board of Directors.

2. Whistleblower Definitions and Protections
   a. Foursquare will not take any actions of retribution or retaliation against an employee, volunteer, or another person because he/she, in good faith, reports a concern of clergy misconduct by a Foursquare minister.
   b. Prohibited acts of retaliation include adverse employment actions (e.g., demotion, poor performance review), harassment, exclusion from group activities, and/or threats.
   c. Any form of retaliation as a result of a report of misconduct is strictly prohibited and will result in disciplinary action against the person taking the retaliatory action, up to and including credential revocation and/or termination of employment.
   d. As a Bible-believing church denomination, we desire to create space for truth and righteousness. Likewise, false allegations are, and in some cases, even true allegations that are "spun" or made in a way to harm a minister intentionally can be another form of misconduct. While the whistleblower protections afforded by this policy are intended to be broad and will be used to assure a secure environment for reporters to come forward, this policy is not a safe harbor for slander, intentional exaggeration, mean-spirited attacks, or similar actions.

3. Procedures for Making Disclosures
   a. Any person that believes a violation of this Whistleblower Policy has occurred is encouraged to report the matter to his/her supervisor. If the alleged violator of the policy is the person’s supervisor, or if, for any other reason, the person is not comfortable with reporting to his/her supervisor, the person can report the alleged violation of this Whistleblower Policy through any of the following channels:
      i. 24-hour confidential hotline - (800) XXX-XXXX
      ii. Incident report webform on Foursquare.org (managed by third-party call center)
      iii. MyStory@foursquare.org

4. Confidentiality and Anonymity
   a. Though we encourage reporters to identify themselves, reports may be submitted anonymously. The whistleblower’s identity will be kept confidential as judiciously possible without impeding investigating violations. This policy aims to protect against retaliation for reporting, so The Foursquare Church takes the goal of keeping reporters protected from
retaliation seriously. A key component is keeping their identity confidential, where reasonably feasible. There are times, however, when it is necessary to reveal some or all of the information to investigate the report effectively, and in some situations, disclosure is required by law.

5. Notice of Policy
   a. Foursquare will make this policy available on its website and within the Employee Handbook, Handbook for Responding to Clergy Misconduct, and other relevant documents.
   b. Policy Administrator – Foursquare has designated the Ethics Process Leader to administer the Whistleblower Policy and ensure the policy is distributed and conspicuously posted.