



C/o Address.
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Charity Number: 1196987 EST 2009

Whistleblowing Policy

Approved by the board of Trustees

Last reviewed: 30 Apr 2024

Jehovah Jireh House of Prayer (JJHoP) requires church leaders, trustees, members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and members of Jehovah Jireh House of Prayer must always model biblical behavior, practice honesty and integrity in fulfilling responsibilities, and comply with all applicable laws and regulations and policies and procedures of the church.

For purposes of the policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Immoral or unbiblical activities
- Acts which are inconsistent with church policy
- Theft, misuse, or misappropriation of church assets
- Misstatements or irregularities in ministry or financial records and reporting
- Illegal activities
- Forgery or alteration of documents
- Any other form of fraud

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Jehovah Jireh House of Prayer can address and correct inappropriate conduct and actions. It is the responsibility of all employees, volunteers, and members to report concerns about violations or suspected violations of law, policies, values, or regulations that govern the church's operations.

No Retaliation

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

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which the employee reasonably believes is unbiblical, constitutes fraud, or is a violation of state or federal law.

Harassment, Intimidation or Victimization

Harassment, intimidation, or victimization of the reporting individual for providing information in accordance with this policy by anyone affiliated with the church will not be tolerated. In addition, the provision of such information shall not in any way influence, positively or negatively, the carrying out of routine evaluation or disciplinary procedures by church leaders as stated in the church's employment policies.

Reporting Procedure

Jehovah Jireh House of Prayer has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Elders, Trustee Members. Supervisors are required to promptly report complaints or concerns about suspected ethical and legal violations in writing to the Trustees who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns directly to the Chairman.

Investigation of Complaint

The Trustees is responsible for ensuring that all complaints about unethical or illegal conduct are promptly investigated and resolved. Upon receipt of a complaint the church Elders will promptly advise, who shall then determine whether an investigation is appropriate, the form it should take, and who if anyone else should be notified. The complainant will be informed that follow-up has or is occurring within two weeks after receipt of the complaint.

The (Executive members, Trustees) shall receive a report on each complaint and a follow-up on the action taken.

Accounting and Auditing Matters

The Trustees shall immediately notify the Chairman and Treasurer of any concerns or complaint regarding church or ministry accounting practices, internal controls or auditing and work with the Finance Committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable and credible grounds for believing the information disclosed indicates a violation of the applicable biblical guideline, law, regulation, policy, practice, or procedure of the church. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Individuals considering such a report should be advised that anonymity cannot be assured if an external investigation or criminal proceedings relating to the report occur.

Dissemination and Implementation of Policy

This Policy shall be disseminated in writing to all affected constituencies. Jehovah Jireh House of Prayer shall adopt procedures for implementation of this Policy, which may include:

1. Documenting reported violations.
2. Working with legal counsel to review the reported violation and determine an appropriate response.
3. Requesting an outside auditor or legal counsel investigate the complaint.
4. Keeping the church leadership and, where appropriate, the congregation informed of the progress of the investigation.
5. Interviewing employees and volunteers.
6. Requesting and reviewing relevant documents, phone, and electronic transmissions.
7. Preparing a written record of the reported violation and its disposition, to be retained in the permanent records of the church.