



# NARAYAN SEWA SANSTHAN INC.

**I.D. No. 33-0928054 for Tax Exemption**

Reg Address : 1115 S. Westridge Ave., Glendora, CA 91740

(A non profit org, under section 501(c) (3) of internal Revenue code in the state of California)

## Whistleblower Protection Policy

### **Narayan Seva Sansthan, Inc. USA (NSS)**

A California Nonprofit Public Benefit Corporation

#### **1. Purpose**

Everyone at NSS must act with honesty, integrity, and comply with laws while supporting our mission.

#### **2. Reporting Responsibility**

Covered persons (directors, officers, staff, consultants, volunteers) must report concerns about:

- Violations of NSS's Code of Ethics
- Suspected violations of law or regulations
- Fraud, discrimination, harassment, or misuse of assets

#### **3. No Retaliation**

NSS prohibits retaliation against anyone who reports concerns in good faith. Retaliation may lead to removal, termination, or other discipline.

#### **4. Reporting Procedure**

- Share concerns with your supervisor (open-door policy).
- If not comfortable or satisfied, report directly to the Compliance Officer.
- Supervisors must forward all complaints in writing to the Compliance Officer.

#### **5. Compliance Officer**

Responsible for investigating complaints, resolving issues, and informing the Board of Directors.

#### **6. Accounting and Auditing**

Any concerns about accounting, internal controls, or audits must be reported immediately to the Board.

#### **7. Acting in Good Faith**

Reports must be made honestly and with reasonable grounds. False or malicious reports are serious violations.

#### **8. Confidentiality**

Reports may be submitted confidentially. NSS will protect confidentiality as much as possible while investigating.

#### **9. Handling Reports**

- Compliance Officer acknowledges receipt
- Reports are investigated promptly
- Corrective action is taken if needed
- Board is informed of outcomes

#### **10. Compliance**

This policy complies with:

- California Corporations Code §§ 5231–5233
- California Labor Code § 1102.5 (whistleblower protections)
- California Attorney General's Guide for Charities

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