

**Familia Feliz: Nurturing hearts, building futures; Fortaleciendo corazones, construyendo  
futuros**

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2022). By implementing the aforementioned 90-day mark interviews, Familia Feliz can empower volunteers with cultural concerns to voice those concerns to leadership and integrate concerns and feedback in real-time.

While intercultural learning among missionaries is a multi-dimensional concept that needs more research (Arnold, 2023), it is essential for a project's effectiveness and long-term sustainability to be culturally sensitive (Novak & Kumar, 2022) and understand the social values of the dominant culture (Penner, 2000). By integrating cultural competency screeners for volunteers, Familia Feliz can assess and intervene accordingly to help adjust volunteers' understanding of local social values and cultural sensitivity.

Due to the Seventh-day Adventist affiliation of Familia Feliz and the universities that supply short-term volunteers, Familia Feliz is especially susceptible to a "missionary ethos" that can lead to prioritizing "humanitarian aid" over local political and human agency, which promotes donations and dependency (O'Sullivan, 2014). International volunteers also bring with them "first-world expectations" that cause dissonance' ' when contrasted with the poverty facing them (Camus et al., 2022) exacerbating volunteers' tendency to perform relief instead of volunteer development work (Corbett, et al., 2014). A strategy to address this could be integrating culturally informed training once volunteers arrive. This training could include information about Bolivian values, parenting norms, and cultural expectations to promote collaboration and empowerment between volunteers and local staff.

### **Applicable Policy & Policy Description**

Law No. 045, the "Law against Racism and All Forms of Discrimination" in Bolivia, was established to combat discrimination and racism across Bolivia, and specifically as a response indigenous people previously being barred from public areas (Añaños et al., 2020). The law's goal

is to create a country where people may be respected in their fundamental freedoms without fear of discrimination. It recognizes the importance of addressing discrimination and holds a decolonized lens to combat instances of racism within Bolivian society. The overarching goal in Bolivia by enacting this law in 2010 was to see a decolonized Bolivia by 2025 (Minority Rights Group International, 2014).

The application of Law No. 045 ensures that all people would be seen equal before the law. This ensures that the law's protections cover a wide range of situations and contexts where discrimination may occur. All of this is possible through the adoption of the new Constitution (Office of the High Commissioner for Human Rights, 2012). The 2010 Law against Racism and All Forms of Discrimination (Act No. 045), along with the approval of the Policy of the State of Bolivia against Racism and All Forms of Discrimination (Action Plan 2012-2015), provide a comprehensive framework for addressing these issues (Minority Rights Group International, 2014; Office of the High Commissioner for Human Rights, 2012).

The intended target population of the law specifically includes indigenous peoples and Afro-Bolivian communities. However, it may be applied to any individual of a vulnerable community or any person within Bolivia. Oversight of the implementation of Law No. 045 falls on predominantly within the Vice-Ministry of Decolonization and the National Committee against Racism and All Forms of Discrimination but various offices of government work together to achieve goals of decolonization (Office of the High Commissioner for Human Rights, 2012). These entities are responsible for enforcing the law's provisions, conducting investigations into complaints or reports regarding discrimination, and ensuring compliance with legal requirements of the law. Through their efforts, these oversight bodies hold the responsibility in keeping individuals and institutions accountable for acts of discrimination and racism, thereby contributing to the law's

effectiveness in achieving its goals of a decolonized Bolivia by 2025 (Minority Rights Group International, 2014; Office of the High Commissioner for Human Rights, 2012).

Despite Bolivia's progressive measures to address colonization, there are still historical and systemic barriers within the country (Beghin, 2022). Despite having the highest proportion of indigenous people in the Americas, discrimination against indigenous communities and minorities continues to be a significant issue (Minority Rights Group International, 2014). Resources are not always properly allocated and even potentially minimized in capacity, hindering effective implementation of policies (Office of the High Commissioner for Human Rights, 2012). Additionally, Minority Rights Group International shares in a press release that while more visibility to issues of colonization and racism have been made, this law has mostly increased the ability to file in formal complaints, meanwhile practical implementation of intervention remains lacking. Though there are hundreds of complaints, no convictions have been made under Law 045, highlighting shortcomings within the justice system. In the same press release, there are clear anxieties about how this law impacts freedom of the press as well, as by the time of this press release in 2014, three media outlets were accused of inciting racism.

Overall, the purpose of establishing Law No. 045 was to function as a preventative measure against acts of racism and colonization in Bolivia, specifically towards indigenous and afro-Bolivian communities. The adoption of Law 045 is intentional in recognizing the vulnerability of indigenous people in Bolivia (Añaños et al., 2020). This early adaptation of the law was able to function as a contribution to other more explicit laws to support indigenous people even further, such as the International American Law on the Rights of Indigenous Peoples to Living Well (Añaños et al., 2020). Ultimately, Bolivia was able to begin to take steps into decolonization, but continued efforts are needed to secure effective outcomes, particularly to reach the goal of

decolonization by 2025. One way that this law could be used to minimize the impacts of racism and colonization is how it is implemented in smaller settings such as in Familia Feliz.

### **Applicability to Organization**

Law No. 045 is important in not only applying to Bolivia as a whole, but it also influences the operations of Familia Feliz. Due to the nature of the population served by Familia Feliz and the various backgrounds the children arrive with, it is important to address racism and discrimination within the organization by creating internal policies that apply concepts and principles from Law No. 045.

Many of the children at Familia Feliz have experienced or been exposed to poverty, abuse, homelessness, and trafficking. These have been shown by various studies to have major impacts on a child's health and well-being. Discrimination can also have powerfully negative impacts, adding another layer of trauma to the lives of children. According to UNICEF, indigenous children encounter higher-than-average incidences of avoidable childhood illnesses and frequently encounter disparities in accessing healthcare, sanitation, and educational services (United Nations Children's Fund, 2022). Furthermore, UNICEF states that children who face discrimination often experience inferior health, nutrition, and educational achievements. They also face increased chances of imprisonment, early pregnancy among girls, and diminished prospects for employment and earnings as adults. These challenges perpetuate their lag behind their peers, exacerbating existing disparities (United Nations Children's Fund, 2022). Familia Feliz desires to provide a buffer for these negative effects and provide a space for belonging, the development of self-worth and resilience, and a community free from racism and discrimination. Law No. 045 discourages acts of racism and discrimination throughout the country, and Familia Feliz can take it a step farther by creating internal policies and teaching about these issues in school.

Law No. 045 will influence the way that organizational operations occur. The Board of Directors, currently comprised of individuals from the United States, must obtain a full understanding of this law to ensure that all board practices are conscious of biases and discrimination that may arise for those who oversee an organization in a country different from their own. Next, non-local employees and student missionaries from the United States must be aware of the impacts of racism and discrimination on the children they serve and actively work against these impacts. Finally, local employees must also develop or hold an awareness of their biases and work to remove such biases. All individuals must work to ameliorate the impact of racism and discrimination that the children of Familia Feliz experience.

All individuals working for Familia Feliz must comply with organizational policies set in place to reduce discrimination and biases in accordance with Law No. 045. The policy for Familia Feliz must be broad enough to encompass many types of workplace discrimination, including harassment (HRC Foundation, n.d.). Studies have shown that workplace discrimination can lead to depressive symptoms, decreased productivity, and negative health outcomes (Hammond et al., 2010; Gonzalez, 2022; Xu & Chopik, 2020). Beyond protecting children at Familia Feliz, implementing such policies will assist in protecting employees during their time working with the organization (Valfront, n.d.). The creation and implementation of such policies are vastly important for the successful operation of Familia Feliz.

### **Applied Organizational Policy**

An organizational policy was written to reflect the principles of Law No. 045 and apply it to the operations at Familia Feliz. The Familia Feliz Diversity and Inclusion Statement can be found in Appendix I. This policy covers Familia Feliz's goal to incorporate diversity and inclusion within the organization and community.

**Grievance Policy**

The grievance policy at Familia Feliz is designed to provide a transparent and fair process for addressing concerns or complaints from our staff, volunteers, beneficiaries, and stakeholders. It ensures that any grievances are promptly acknowledged, thoroughly investigated, and resolved in accordance with our organization's values and commitment to accountability. This policy is provided in Appendix J.

**Conflict of Interest Policy**

The purpose of the Conflict of Interest Policy is to safeguard the interests of Familia Feliz when the organization is considering engaging in a transaction or agreement that could potentially favor the personal interests of an officer or director of Familia Feliz. Furthermore the policy protects against any agreements actions that could lead to a potential excess benefit transaction for an individual officer or director. The conflict of interest policy is provided in Appendix K.

**Whistleblower Protection Policy**

The Whistleblower Protection Policy provides protection to individuals filing a complaint against Familia Feliz. This policy states and defines the procedure of what the process of whistleblowing entails and what protections are available to the individual if they were to file against the organization. The policy is provided in Appendix L.

**Organizational Strategic Plan Summary**

Familia Feliz has been serving children in the Rurrenabaque area for over 20 years and is committed to providing a safe and stable home and expanding to meet the needs of children in the area. This includes clearing land to increase our agricultural production including dairy cows, banana and plantain trees, rice, oranges, and pineapples. We are continually looking for ways to expand and improve our facilities to not only meet the current needs but also plan for future growth.

To meet this goals we're striving to secure \$18,000 in corporate donations for the Girl's Home by 2025, collaborating with organizations like Mckee and Volkswagen, aiming for monthly contributions and recognition certificates. Additionally, we're planning to raise \$10,000 from crowdfunding events involving SDA Universities for projects like an outdoor kitchen and a new school, fostering ongoing support and collaboration. Finally, we're aiming to raise \$1,000 in individual and community fundraising events within Rurrenabaque by selling produce, holding silent auctions, and organizing student art auctions, enhancing community engagement and financial support.

### **Community Engagement Strategy**

Familia Feliz plays a vital role within the local child welfare system, operating as an orphanage-style boarding school that provides a nurturing environment for children, akin to foster care in some countries. In our SMART fundraising goals, we've outlined how strategies like silent auctions and boosting individual donations contribute not only to our financial objectives but also to deepening community engagement. Through our marketing materials, we aim not only to increase our visibility within the local community but also to extend our reach internationally, appealing to potential donors and volunteers around the world. These materials will be used in email newsletters, flyer postings, and physical mailings. Building on our existing partnerships with universities, we're committed to further leveraging these collaborations to secure funding for capital projects and establish sustainable sources of volunteer support. We are also actively seeking to join ASI (Adventist Laymen's Services & Industries) to broaden our network with faith-based organizations, enhancing our capacity for community networking and support.

### **Conclusion**

## Appendix I

### Familia Feliz Diversity and Inclusion Statement

At Familia Feliz a diverse, inclusive, and equitable organization is one where all employees, volunteers, and youth, whatever their gender, race, ethnicity, national origin, age, religious affiliation, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunities for our team and the youth we serve. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

We're committed to modeling diversity and inclusion for the entire non-profit community of Rurrenabaque, and to maintaining an inclusive environment with equitable treatment for all.

To provide informed, authentic leadership for cultural equity, Familia Feliz strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of our staff, volunteers, and the youth we serve.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress.
- Explore potential underlying, unquestioned assumptions that interfere with inclusiveness.
- Advocate for and support board-level thinking about how systemic inequities impact our organization's work, and how best to address that in a way that is consistent with our mission.
- Practice and encourage transparent communication in all interactions.
- Lead with respect and tolerance. We expect all employees and volunteers to embrace this notion and to express it in their interactions and through everyday practices.

Familia Feliz abides by the following action items to help promote diversity and inclusion in our non-profit.

- Pursue cultural competency throughout our organization by creating substantive learning opportunities and formal, transparent policies.
- Improve our cultural leadership pipeline by creating and supporting programs and policies that foster leadership that reflects the diversity of Bolivian society.
- Develop a system for being more intentional and conscious of bias during the hiring or volunteer selecting process.
- Advocate for public and private-sector policy that promotes diversity, inclusion, and equity. Challenge systems and policies that create inequity, oppression and disparity.
- Establish partnerships with local indigenous leaders to address community needs effectively, ensuring their voices are heard and concerns are addressed.
- Develop cultural humility training programs for all volunteers and staff members to foster greater awareness, sensitivity, and understanding of diverse cultural backgrounds and perspectives.
- Introduce Quechua language classes and cultural workshops to promote the preservation and celebration of indigenous language and heritage, fostering appreciation and respect for indigenous traditions.
- Ensure a welcoming environment where individuals can freely express their religious beliefs without fear of discrimination or prejudice, fostering a culture of inclusivity and mutual respect among students, volunteers, and staff.

### **Consequences**

**Education and Training:** Individuals who violate the policy may be required to undergo additional education or training on diversity, equity, and inclusion to increase their awareness and understanding of the issues.

**Performance Reviews:** Violations of the policy will be addressed in performance reviews, with constructive feedback provided to help individuals understand how their behavior or actions have not aligned with the Familia Feliz's values.

**Corrective Action Plans:** In cases where violations are more serious or recurrent, individuals may be placed on a corrective action plan, which outlines specific steps they must take to address their behavior and ensure compliance with the policy.

**Community Accountability:** Familia Feliz may also involve the broader community in addressing violations of the diversity and inclusion policy, such as issuing public statements, holding community forums, or partnering with other organizations to advocate for change.

It's important for Familia Feliz to have a clear process for addressing violations of the policy, as well as mechanisms for individuals to report concerns or incidents of discrimination or harassment. By enforcing the policy consistently and transparently, Familia Feliz can create a culture where diversity, equity, and inclusion are valued and upheld by all members of the organization.

## **Appendix J**

### **Grievance Procedure Familia Feliz Bolivia (On-site)**

We recognize that in any environment in which people interact regularly, conflicts, complaints and concerns may arise. These issues may be between individuals, with staff or regarding specific policies or rules. This grievance procedure is in place to ensure you have a process to be heard and have an opportunity for resolution.

You have the right to begin the Grievance Procedure if you believe that any policy has been unfairly applied to you, or that you and/or your children have been mistreated by anyone associated with Familia Feliz.

All grievances should first be brought to the attention of the person most responsible for the concern. They are the ones able to address the concern most effectively by either changing their course of action or providing a satisfactory explanation for the item in question. This is an informal process, visit, message or call the respective person on WhatsApp.

If the issue is not resolved or if the matter needs to be addressed with a supervisor immediately, grievances should then be brought to the attention of the responsible supervisor. Academic concerns or grievances about a teacher to the academic director, medical concerns to the head nurse, concerns about an assistant house parent to the head of that respective house on campus. This is an informal process, visit, message or call the respective person on WhatsApp.

If the issue is not resolved, you can request a meeting with the Executive Director of Familia Feliz, Melissa Harding. To do that you can call or message (+591 636 17316) on Whatsapp or email her at melissa82.mh@gmail.com and ask to make an appointment with her. If needed text messages or emails can be proof of a written formal request for a meeting. The Executive Director will make the final decision on how the grievance will be resolved.

### **Grievance Policy Familia Feliz US Non-profit**

We recognize that fraud and discrimination are widespread problems facing the US. This grievance procedure is in place to ensure you have a process to formally log your complaint or concern, be heard and have an opportunity for resolution. You have the right to begin the Grievance Procedure if you believe that any policy has been unfairly applied, our volunteer training is unethical, funds are being misused, or any other concerns about the educational and financial activities of US Familia Feliz in our mission to support the boarding school Familia Feliz in Rurrenabaque, Bolivia. This policy applies to all people who are a part of the Familia Feliz community, including but not limited to: staff, board, volunteers, donors, program participants, and nonprofit and corporate partners.

Once a Familia Feliz representative is notified about a grievance they will first reach out to the person affected to hear their experience and decide on an appropriate course of action that best supports and protects the affected person.

The first action must be taken by the Familia Feliz representative within 10 business days.

Next steps may include:

- A Familia Feliz representative speaking one-on-one with the subject of the grievance to share the feedback, reinforce our values, and determine a corrective action plan.
- Holding a mediation session or other conflict resolution with the affected person and the subject of the grievance.
- Involving a third-party person trained in conflict resolution, specifically around the nature of the grievance.
- Conducting a prompt, thorough, and fair investigation towards a resolution.
- Dismissing subject of grievance from Familia Feliz programs and events.
- Training or education for the subject of the grievance or community at large.
- Updating Familia policies, norms, and practices to dismantle institutionalized and/or cultural systems of oppression at Birds Connect Seattle.
- If a grievance is reported anonymously, Familia Feliz representatives will determine the best course of action to address the grievance with the information provided.

If the issue is not resolved, you can request a meeting with the Board President, Sierra Anderson.

To do that you can call +1 540-333-2641 or email [sierrama19@gmail.com](mailto:sierrama19@gmail.com) and ask to make an appointment. The Board President will make the final decision on how the grievance will be

resolved. The decision will be given both verbally and in writing.

## **Appendix K**

Familia Feliz (“Familia Feliz”)

Conflict of Interest Policy and Annual Statement

For Directors and Officers and

Members of a Committee with Board-Delegated Powers

### **Article I - Purpose**

1. The purpose of this Board Conflict of Interest Policy is to protect Familia Feliz’s interests when the organization is contemplating entering into a transaction or arrangement,nt that might benefit the private interests of an officer or director of Familia Feliz or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify “independent” directors.

### **Article II - Definitions**

1. Interested Person - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which Familia Feliz has a transaction or arrangement.

- b. A compensation arrangement with Familia Feliz or with any entity or individual with which Familia Feliz has a transaction or arrangement.
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Familia Feliz is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest in this policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. This policy adds information needed to allow Familia Feliz to assess only if the Board or Executive Committee decides that a conflict of interest exists in accordance with this policy.

- 3. Independent Director - A director shall be considered “independent” for the purposes of this policy if they are “independent” as defined by the instructions for the IRS 990 form or, until such definition is available, the director:
  - a. is not, and has not been for a period of at least three years, an employee of Familia Feliz or an employee of any entity in which Familia Feliz has a financial interest and does not directly or indirectly have a significant business relationship with Familia Feliz, which might affect independence in decision-making;
  - b. is not employed as an executive of another corporation where any of Familia Feliz’s executive officers or employees serve on that corporation’s compensation committee; and does not have an immediate family member who is an executive officer or employee of Familia Feliz or who holds a position that has a significant financial relationship with Familia Feliz.

### **Article III - Procedures**

1. **Duty to Disclose** - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
2. **Recusal of Self** - Any director may recuse themselves at any time from involvement in any decision or discussion in which the director believes they have or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists** - After disclosure of the financial interest in all material facts, and after any discussion with the interested person, they shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.
4. **Procedures for Addressing the Conflict of Interest**
  - a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- c. After exercising due diligence, the Board or Executive Committee shall determine whether Familia Feliz can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to conflict of interest.
  - d. If a more advantageous transaction or Arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or Arrangement is in families best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
5. Violations of the Conflict of Interest Policy
- a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV - Records of Proceedings**

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V - Compensation**

- a. A voting member of the Board who receives compensation, directly or indirectly, from Familia Feliz for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Familia Feliz for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Familia Feliz, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## Article VI - Annual Statements

1. Each director, principal officer, and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
  - a. Has received a copy of the conflict of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands Familia Feliz, in order to maintain its federal tax exemption, must engage primarily in activities that accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall annually sign a statement that declares whether such person is an independent director.
3. If, at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Board of Directors shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.
5. To ensure Familia Feliz does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
  - a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of an arm's length bargaining.

- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purpose, and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

### **Article VII - Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, Familia Feliz may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring period reviews are conducted.

### **Certification**

Sierra Anderson, President of Familia Feliz, and Katie-Jane Emnde, Secretary of Familia Feliz, certify that the foregoing is a true and correct copy of the Conflict of Interest Policy of the above-named organization duly adopted by the initial Board of Directors on January 03, 2024.

By: Sierra Anderson, President

Date:

By: Katie-Jane Emde, Secretary

Date:

## Familia Feliz (“Familia Feliz”)

## Director and Officer Annual Conflict of Interest Statement

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Position:

Are you a voting Director? Yes ( ) No ( )

Are you an Officer? Yes ( ) No ( )

If you are an Officer, which Officer position do you hold:

\_\_\_\_\_.

3. I affirm the following:

I have received a copy of the Conflict of Interest Policy. \_\_\_\_\_ (initial)

I have read and understand the policy. \_\_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_\_ (initial)

I understand that Familia Feliz is charitable, and in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more tax-exempt purposes. \_\_\_\_\_ (initial)

4. Disclosures:

- a. Do you have a financial interest (current or potential), including a compensation arrangement as defined in the Conflict of Interest Policy with Familia Feliz?

Yes ( ) No ( )

- i. If yes, please describe it: \_\_\_\_\_
- ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes ( ) No ( )

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with Familia Feliz?  
Yes ( ) No ( )

- i. If yes, please describe it, including when (approximately):  
\_\_\_\_\_
- ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes ( ) No ( )

5. Are you an independent director, as defined in the Conflict of Interest policy?  
Yes ( ) No ( )

If you are not independent, why?

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chair/President or Director

\_\_\_\_\_.

## **Appendix L**

### **Familia Feliz Whistleblower Protection Policy**

- I. Familia Feliz will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- II. Whistleblower protections are provided in two important areas: confidentiality and retaliation. To the extent possible, the confidentiality of the whistleblower will be maintained within Familia Feliz. However, the identity of the whistleblower may be compromised due to no established data protection policy in Bolivia.
- III. Individuals protected include**
  - a. the volunteer, the employee, or a person acting on behalf of the employee, who reports to a public body or is about to report to a public body a matter of public concern; or
  - b. the employee or volunteer who participates in a court action, an investigation, a hearing, or an inquiry held by a public body on a matter of public concern.
- IV. Familia Feliz may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment.

- V. Familia Feliz may not disqualify an employee or other person who brings a matter of public concern, or participates in a proceeding connected with a matter of public concern, before a public body or court, because of the report or participation, from eligibility to bid on contracts with Familia Feliz; receive land under a district ordinance; or receive another right, privilege, or benefit.

**VI. The provisions of this policy do not**

- a. require Familia Feliz to compensate an employee or volunteer for participation in a court action or in an investigation, hearing, or inquiry by a public body;
- b. prohibit Familia Feliz from compensating an employee or volunteer for participation in a court action or in an investigation, hearing, or inquiry by a public body;
- c. authorize the disclosure of information that is legally required to be kept confidential; or
- d. diminish or impair the rights of an employee under a collective bargaining agreement.

**VII. Limitation to protections**

- a. A person is not entitled to the protections under this policy unless he or she reasonably believes that the information reported is, or is about to become, a matter of public concern; and reports the information in good faith.
- b. A person is entitled to the protections under this policy only if the matter of public concern is not the result of conduct by the individual seeking protection, unless it is the result of conduct by the person that was required by his or her employer.

- c. Before an employee initiates a report to a public body on a matter of public concern under this policy, the employee shall submit a written report concerning the matter to Familia Feliz's executive officer. However, the employee is not required to submit a written report if he or she believes with reasonable certainty that the activity, policy, or practice is already known to the executive officer; or that an emergency is involved.

### **VIII. Relief and penalties**

- a. A person who alleges a violation of this policy may bring a civil action and the court may grant appropriate relief.
- b. A person who violates or attempts to violate this policy is also liable for a civil fine that can be determined by Familia Feliz.

### ***Procedures***

- I. If an employee has knowledge of or a concern of illegal or dishonest/fraudulent activity, the employee is to contact his/her immediate supervisor or Executive Director. All reports or concerns of illegal and dishonest activities will be promptly submitted by the receiving supervisor to the Executive Director and other Lead members, who are responsible for investigating and coordinating any necessary corrective action.
- II. If an employee wishes to write an anonymous complaint about dishonest/fraudulent activity, they are able to conduct arrangements with a third party to deliver the complaint anonymously to Familia Feliz.

- III. The whistleblower is not responsible for investigating the alleged illegal or dishonest activity, or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
- IV. Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; mistreatment of manual labor of employee or volunteer and other fraudulent financial reporting. The whistleblower must exercise sound judgment to avoid baseless allegations. An employee or volunteer who intentionally files a false report of wrongdoing may be subject to disciplinary action according to Familia Feliz or local government.

### ***Supplemental information***

#### ***Definitions***

1. “*Whistleblower*” is defined by this policy as an employee who reports, to one or more of the parties specified in this policy, an activity that he/she considers to be illegal, dishonest, unethical, or otherwise improper.
2. “*Employee*,” or “*volunteer*,” means a person who performs a service for wages or other remuneration under a contract of hire, written or oral, express or implied, for Familia Feliz.
3. “*Matter of public concern*” means
  - a. a violation of a state, federal, or municipal law, regulation, or ordinance;
  - b. a danger to public health or safety; and/or
  - c. gross mismanagement, substantial waste of funds, or a clear abuse of authority.
4. “*Public body*” includes an officer or agency of
  - a. the Bolivian federal government;

- b. a political subdivision of the state including a municipality or a school district; and
- c. law enforcement.