



Ignite Families Zero-Tolerance Workplace Conduct & Whistleblower Protection Policy

Purpose

Ignite Families is committed to fostering a workplace that is professional, respectful, inclusive, and psychologically safe. We maintain a zero-tolerance policy for any workplace behaviors that demean, intimidate, harass, or discriminate.

Prohibited Behaviors

- Demeaning or verbal abuse (name-calling, belittling, yelling, swearing)
- Harassment or discrimination based on any protected class
- Bullying, intimidation, gossip, exclusion, sabotage, or retaliation

Expectations & Reporting

Treat all coworkers and clients with respect. Communicate concerns professionally. Report violations to a supervisor, HR, or the COO immediately. All complaints will be investigated promptly and confidentially.

Whistleblower Protection

Employees may report suspected violations of law, policy, ethics, or safety to the COO or supervisor without fear of retaliation. All reports will be handled confidentially and investigated promptly. Retaliation is strictly prohibited and will result in disciplinary action up to termination.

Acknowledgment

I acknowledge that I have read and understand Ignite Families' Zero-Tolerance Workplace Conduct & Whistleblower Protection Policy.

Employee Name: _____

Signature: _____ Date: _____