

Leadership Education for Asian Pacifics, Inc.

Policy on Lawful and Ethical Conduct

Adopted March 9, 2010, Updated 5/25/2018

Leadership Education for Asian Pacifics, Inc. (LEAP) is committed to lawful and ethical behavior in all of its activities and requires its employees to conduct themselves in a manner that complies with all applicable laws and regulations. If at any time a concern exists regarding the propriety or legality of any action contemplated to be taken or that has been taken by any LEAP employee, contractor, vendor, as the action relates to the organization's activities, or if an action needs to be taken in order for the organization to be in compliance with law or appropriate ethical standards, you can address the issue directly by going to your manager or to the next level of management as needed until matters are satisfactorily resolved.

Alternatively, if you are not comfortable speaking to a manager or do not feel your issue has been properly addressed, you may contact Grace Toy, SVP of Administration and CFO, Karen Wong, Legal Counsel, or Linda Akutagawa, President and CEO.

Under this policy those who report illegal or improper activity will be protected. Efforts will be made to treat a report of unethical or illegal conduct as confidential, consistent with the need to investigate and prevent or correct the action. The individual making the report will not be discharged, threatened, harassed, or discriminated against for reporting in good faith what they perceive to be wrongdoing, violations of law, or unethical conduct.