

WHISTLEBLOWER POLICY

A. Purpose. Assistance League® of the Triangle Area requires all members and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Set forth below is Assistance League of the Triangle Area's policy with respect to reporting good-faith concerns about the legality or propriety of actions or plans of Assistance League or of its board members, members or volunteers.

It is the responsibility of all board members, members and volunteers to comply with Assistance League of the Triangle Area's policy to observe high standards of business and personal ethics to report violations or suspected violations in accordance with this Whistleblower Policy.

B. Confidentiality. Assistance League of the Triangle Area will treat all communications under this policy in a confidential manner and conduct a fair investigation as applicable.

C. Retaliation Prohibited. Assistance League of the Triangle Area will not permit any negative or adverse actions to be taken against any individual for making a good-faith report of a possible violation of its high standards of business and personal ethics. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of volunteer status. This Whistleblower Policy is intended to encourage and enable members, volunteers, and others to raise serious concerns within Assistance League of the Triangle Area prior to seeking resolution outside the organization.

D. Procedure.

1. Any individual may communicate suspected violations or other wrongdoing or alleged retaliation by completing a Fraudulent Action Form and submitting it to both the President and the President-Elect of Assistance League of the Triangle Area. It is not necessary that you give your name or position in any notification. Whether or not you identify yourself, for a proper investigation to be conducted, please provide Assistance League of the Triangle Area with as much information as you can, sufficient to do a proper investigation, including where and when the incident occurred, names and titles of the individuals involved, and as much other detail as you can provide.

2. The President and President-Elect will meet to review and discuss the complaint. A course of action will be determined.

a) If the issue is against Article 3, 3.02 of the **Bylaws**, the issue will be taken to the Board. If the Board votes to revoke a membership, that person may appeal to the full membership for reinstatement within thirty (30) days of the Board's decision.

b) If the issue is not an individual member's action, but a policy or procedure infraction, a course of action will be determined.

E. **Documentation.** The President and the Education Chair shall ensure the Whistleblower Policy Acknowledgement Form is signed annually by the members of the Board. The Education Chair shall ensure that new members of the chapter sign the Whistleblower Policy Acknowledgement Form. The signed Whistleblower Policy Acknowledgement Forms shall be kept by the Data Manager. Completed Fraudulent Action Forms shall be kept by the President in a sealed file and stored permanently in the chapter's fireproof safe.

Related Policy form(s)

Whistleblower Policy Acknowledgment Form
Fraudulent Action Form
Member Form