



SHORELINE LAKE FOREST PARK ARTS COUNCIL

WHISTLEBLOWER POLICY

#02-2019

Adopted 12-10-19

I. Purpose

The Shoreline Lake Forest Park Arts Council (SLFPAC) requires that directors, key volunteers, independent contractors, and employees comply with all applicable laws and regulations and observe high ethical standards in the conduct of their duties and responsibilities. This Whistleblower Policy is intended to encourage and enable SLFPAC directors, employees, and volunteers to raise serious concerns so that SLFPAC can address and correct inappropriate conduct and actions.

II. Reporting Responsibility

It is the responsibility of all directors, independent contractors, and employees to comply with all applicable laws and regulations, and to report violations or suspected violations in accordance with this Whistleblower Policy.

III. Procedures

SLFPAC has an open door policy and encourages employees, independent contractors, and volunteers to share their questions, concerns, suggestions, and complaints with someone who can address them properly. Employees, volunteers, independent contractors, or directors who are concerned about possible ethical or legal violations should report their concerns to SLFPAC's executive director, board president, the chair of the governance committee, or any other board member. Volunteers may also report concerns to the staff member supervising their work.

A preliminary report may be made verbally or in writing. Once a written report is received, an investigation will be opened. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

IV. Protection from Retaliation

No director, employee, independent contractor, or volunteer who in good faith reports a suspected violation shall suffer harassment, retaliation, or adverse employment consequence based on the reporting of such a violation. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

V. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing there is indication of a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VI. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be handled with sensitivity and discretion and kept confidential to the extent possible consistent with the need to conduct an adequate investigation.

Board President

Board Secretary