

Arts For Life Whistleblower Policy

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Arts For Life can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees, staff members and volunteers to report concerns about violations of Arts For Life Handbook or suspected violations of law or regulations that govern Arts For Life's operations.

Employees have the right to report, without retaliation, any activity by Arts For Life or representatives of Arts For Life that the employee reasonably believes:

- violates any state or federal law;
- violates or amounts to noncompliance with a state or federal rule or regulation; or
- violates fiduciary responsibilities by a nonprofit organization (including fraudulent/dishonest use or misuse of Arts For Life's resources or property).

In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

If any employee or representative of Arts For Life reasonably believes that some policy, practice, or activity of Arts For Life is in violation of law or a clear mandate or public policy, a formal written complaint must be filed with the Executive Director and/or the Board Chair.

The reporting of such concerns should follow Arts For Life's Formal Complaints Procedure outlined in Part 6 - Miscellaneous of this Handbook. Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

Arts For Life will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Arts For Life, or of another individual or entity with whom Arts For Life has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate or public policy.

Arts For Life also will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Arts For Life that the employee reasonably believes is in violation of law or a clear mandate or public policy.

Employees are protected from retaliation only if they bring the alleged unlawful activity, policy, or practice to the attention of Arts For Life and provide Arts For Life with a reasonable opportunity to investigate the alleged unlawful activity. The whistleblower protection laws do not entitle employees to violate a confidential privilege of Arts For Life or improperly disclose confidential information.