

## **Historic Wallingford Whistle Blower Policy**

1. If any employee, contract employee, paid instructor, member of the Board of Directors, volunteer, member or participant in a sponsored activity reasonably believes that some policy, practice or activity with Historic Wallingford or a business relationship between Historic Wallingford or an employee of Historic Wallingford with another individual or entity is in violation of law, written policies established by the Board of Trustees or contracts between Historic Wallingford and a public agency or grantor, a written statement should be filed by that person with the President. Should the concern implicate the President, the statement may be filed with any other member of the Executive Committee (preferred) or Board of Trustees (alternative), who shall then act in the stead of the President. The person receiving the statement shall promptly inform the Executive Committee of the Board of Directors (excluding any member of the Executive Committee who may be implicated in the statement), which shall ensure the matter is properly investigated and appropriate action taken.

2. It is the intent of Historic Wallingford to adhere to all governmental laws and regulations and contracts that apply to the organization. Historic Wallingford desires to adhere to high standards of business and personal ethics in the conduct of its activities. Employees and representatives of Historic Wallingford are expected to practice honesty and integrity in fulfilling their duties. The underlying purpose of this policy is to support the organization's goal of legal and ethical compliance. The support of all is necessary to achieve compliance with the various laws, regulations and contracts we are required to follow. The Board of Trustees of Historic Wallingford has adopted this and other policies to ensure these laws, regulations and contracts are adhered to.

3. An employee, contract employee, paid instructor, member of the Board of Trustees, volunteer, member or participant in a sponsored activity is protected from any retaliation only if the individual brings the alleged unlawful or unethical activity, policy, practice or business relationship to the attention of the President, Executive Committee or Board member in written form, provides sufficient information to identify the questionable activity, policy, practice or business relationship and cooperates fully in the investigation and the development of corrective action regarding the alleged unlawful or unethical activity, policy, practice or business relationship. This protection is only available to those who comply with this requirement.

4. Employees, contract employees, paid instructors, members of the Board of Trustees, volunteers, members and participants in sponsored activities are encouraged to first discuss the matter with the President or an Executive Committee member prior to filing a written statement. If the individual continues to have concerns or if the President or Executive Committee member is unable to or does not take prompt action to relieve the concern, a written statement should be filed.

5. The President or Executive Committee, as appropriate or required by law, shall promptly investigate the statement, recommend a resolution and bring the matter before

the Board of Trustees. If the statement is a personnel matter the Board of Trustees shall receive and act on the report in closed session. All statements shall be kept confidential by the persons receiving the statement and assigned to investigate the statement. Logs shall be maintained by the President of any statements filed with him/her and the current status or disposition of those statements. No documents relating to the statement may be destroyed by any employee or volunteer of Historic Wallingford or other individual while the matter is under investigation. All paperwork regarding the statement must be retained by Historic Wallingford in an accessible manner.

6. The Historic Wallingford, its employees and its volunteers will not retaliate or discriminate against any employee, contract employee, paid instructor, member of the Board of Trustees, volunteer, member or participant in a sponsored activity who, in good faith, has made a statement and complies with this policy regarding some policy, practice or activity of Historic Wallingford, or of another individual or entity with whom Historic Wallingford or an employee of Historic Wallingford has a business relationship, on the basis of a reasonable belief that the practice is a violation of law, regulation, clear mandate of public policy or written policy of the Board of Trustees. Specifically no employee complying with this policy will be subject to any adverse employment consequences. Moreover, any persons who retaliate against a person who in good faith files a statement and complies with this policy shall themselves be subject to disciplinary action up to and including dismissal from their current position or termination of employment or membership in the organization.

7. Historic Wallingford, Historic Wallingford's employees, members and volunteers will not retaliate against an employee, contract employee, paid instructor, member, volunteer or participant in a sponsored activity who discloses or threatens to disclose to a supervisor, the officers and members of the Board of Trustees or a public law enforcement agency any policy, practice, or activity of Historic Wallingford or a business relationship that the employee reasonably believes is contrary to written policies of the Board of Trustees, in violation of a law, rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, or welfare of persons or the protection of the environment, whether or not a written statement is filed regarding the concern. Likewise Historic Wallingford, Historic Wallingford's employees, members and volunteers will not retaliate against an employee, contract employee, paid instructor, member, volunteer or participant in sponsored activities who cooperates with an investigation by Historic Wallingford and its representatives or by any public law enforcement agency of a statement, complaint or concern protected by this policy.

8. If the person(s) making a disclosure to or filing a written statement with either the organization or a public law enforcement agency is determined to have made the statement maliciously or with knowledge at the time that the allegations are clearly false, s/he/they shall be subject to disciplinary action up to and including dismissal from their current position or termination of employment or membership in the organization.

9. Copies of this policy are to be distributed to all employees, contract employees, paid instructors and volunteers of Historic Wallingford and made available to all members of Historic Wallingford. Employees, contract employees and paid instructors shall provide an acknowledgement of receipt of a copy of this policy.

Adopted by the Board of Trustees of Historic Wallingford on February 9, 2018.