

# **THE MASTERS**

## **WHISTLEBLOWER POLICY Adopted October 25, 2014**

### **General**

The MASTERS requires Directors, Officers, Members and Employee(s) to observe high standards of business and personal ethics while conducting of their duties and responsibilities. As an Employee, Member or Director of our organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and policies.

### **Reporting Responsibility**

It is the responsibility of all Directors, Members and our Employee(s) to comply with this policy and to report any violation or suspected violation in accordance with this Policy.

### **No Retaliation**

No Director, Officer, Member or Employee who in good faith reports a violation of this Policy or any of our Policies shall suffer harassment, retaliation or adverse consequence. Anyone who retaliates against a person who has reported a violation in good faith is subject to termination of their membership. Employee(s) are subject to termination of their employment. This Whistleblower Policy is intended to encourage and enable Employee(s), Members and Directors to raise serious concerns or issues within our organization.

### **Reporting Violations**

The MASTERS Officers and Directors have an open door policy and suggests that Employee(s), Members and Directors share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, for an Employee(s), or Member, the Board President is in the best position to address an area of concern. However, if you are not comfortable speaking with the Board President you may contact one of the other Officers or Directors whom you are comfortable in approaching. Members, Officers and Board Members are required to report suspected violations of Policies, Bylaws or any conduct that brings or has the potential to bring discredit, to The MASTERS to the President of the Board. The President of the Board has the responsibility to ensure all available facts are

obtained and presented to the Board for their consideration of what, if any, action should be taken.

### **President of the Board**

The President of the Board has the responsibility to ensure all available facts are obtained and presented to the Board for their consideration of what, if any, action should be taken. Maintaining the continued confidence, integrity and character of The MASTERS is essential to those we represent and to those we serve.

### **Acting in Good Faith**

Anyone filing (in writing or verbally) a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation or has a negative reflection or impact upon The MASTERS, those we represent and to those we serve. Any allegations that proves not to be substantiated and which is determined to have been made maliciously or knowingly to be false will be viewed as a serious incident and available action can be taken.

### **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 kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Policy Reaffirmed by Board 10-19-19**