

## **Whistleblower Policy**

### **Freedom's Frontier National Heritage Area**

Freedom's Frontier National Heritage Area requires directors, officers, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Freedom's Frontier National Heritage Area, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

#### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Freedom's Frontier National Heritage Area can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, volunteers and employees to report concerns about violations of Freedom's Frontier National Heritage Area's code of ethics or suspected violations of law or regulations of Freedom's Frontier National Heritage Area's operations. Such reporting requirements would apply to actions by Trustees, volunteers and members of the public whose actions would be violations of ethical and policies of FFNHA if such person were an employee.

#### **No Retaliation**

It is contrary to the values of Freedom's Frontier National Heritage Area for anyone to retaliate against any board member, officer, or employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or harassment, sexual, racial or otherwise, or suspected fraud, or suspected violation of any regulation governing the operations of Freedom's Frontier National Heritage Area. An employee or representative who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment, removal from the board, or termination of any relationship with the organization.

#### **Reporting Procedure**

Freedom's Frontier National Heritage Area has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisors. If an employee is not comfortable speaking with the employee's supervisor or the employee is not satisfied with the supervisor's response, the employee is encouraged to speak with the Executive Director or the Chair of the board. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations within 48 hours in writing to the Chair of the board who has the responsibility to investigate all reported complaints. An Employee with concerns or complaints may also submit his or her concerns in writing directly to the employee's supervisor, the Executive Director or the Board Chair.

The Chair of the board is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Chair of the board will advise the Board of Directors of all complaints and their resolution and will report to the Board at its next regular meeting.

#### **Accounting and Auditing Matters**

The Chair of the board of Freedom's Frontier National Heritage Area shall immediately notify the Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.