

("The Organization") Whistleblower Policy

Washington State Thespians ("The Organization"): (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include:
 - a. Financial improprieties
 - b. Accounting or audit matters
 - c. Ethical violations
 - d. Forgery
 - e. Misrepresentations
 - f. Anti-Harassment
 - g. Anti-Violence
 - h. Other similar illegal or improper practices or policies

This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith, credible complaints, reports or inquiries under this policy, or for participating in a review or investigation under this policy. This protection extends to those whose credible allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries, or who otherwise abuse this policy.
3. **Confidentiality.** Complaints, reports or inquiries regarding illegal practices or serious violations of adopted policies of the Organization may be made under this policy on an anonymous basis. These complaints, reports or inquiries will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry, or one that is made anonymously. Anonymous complaints, reports or inquiries will be investigated; however complainants are encouraged to submit their names in order to allow more thorough follow up and investigation.
4. **Where to report.** Complaints, reports or inquiries should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries.

They should be directed to the Washington State Thespian Chapter Director or Co-Director or the Board designee. The person designated above to receive the complaint, report or inquiry will acknowledge receipt to the complainant, if known. The person designated above who receives the complaint, report or inquiry must conduct a prompt, discreet, and objective review or investigation on behalf of the Organization. Subject to legal constraints, the complainant, if known, may receive information about the actions and resolution of any investigation.

This Whistleblower Policy was adopted by the Board of Directors effective as of the ___ day of _____, _____.

Chapter Director: _____
(Print Name)

Chapter Director: _____
(Signature)