



## **Whistle Blower Policy**

Undaunted Winter Guard requires Directors, Technicians, Officers and staff/members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and/or representatives of the Undaunted Winter Guard, 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/members and others to raise serious concerns internally so that Undaunted Winter Guard can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, staff and volunteers to report concerns about violations of Undaunted Winter Guard's code of ethics or suspected violations of law or regulations that govern Undaunted Winter Guard's operations.

### **Encouragement of Reporting**

The Undaunted Winter Guard encourages complaints, reports or inquiries about illegal practices or serious violations of the code including illegal or improper conduct by the organization itself by the leadership or by others on its behalf.

All complaints or concerns are encouraged to discuss with the organization's Director; however, if the individual is uncomfortable or has issues with discussing these concerns with the Director's they are encouraged to reach out to the member of the board selected to address these matters.

Gloria Charo

Director of Member Services

832.252.3326



### **Confidentiality**

Reports of concerns, and investigation pertaining thereto shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline up to and including termination of membership or position. Such actions may also give rise to other actions including civil lawsuits.

### **No Retaliation**

It is contrary to the values of Undaunted Winter Guard for anyone to retaliate against any board member, officer, employee, member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Undaunted Winter Guard. Any Staff or Board Member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of their duties

### **Handling of Reported Violations**

A member of the Board will notify the sender and acknowledge receipt of the concern within five business days. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by the assigned Board Members and appropriate corrective action will be recommended to the President of the Board and the Board of Directors.

Effective 09/2019