



## **Whistleblower Protection Policy**

Rogue Valley Genealogical Society, Inc., (RVGS) doing business as Jackson County Genealogy Library (JCGL), requires directors, officers, employees (including contractors) and volunteers (Representatives) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As Representatives of JCGL, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Objectives**

The objectives of JCGL's Whistle blower Protection Policy are to establish policies and procedures for:

- encouraging and enabling Representatives to raise serious concerns internally;
- addressing and correcting inappropriate conduct and actions;
- and protecting Representatives reporting concerns from retaliatory actions.

### **Reporting Responsibility**

All Representatives have an obligation to report concerns about suspected illegal or fraudulent activity, violations of JCGL's internal governing documents, or suspected violations of law or regulations that govern JCGL's operations.

Anyone reporting 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. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **No Retaliation**

No Representative who, in good faith, raises a concern shall be subject to retaliation or adverse employment consequences. A Representative who retaliates against someone who has reported a concern, in good faith, is subject to discipline up to and including termination of employment or dismissal from the volunteer position.

### **Reporting Procedure**

JCGL has an open-door policy and suggests that Representatives share their questions, concerns, suggestions or complaints with their supervisor. If a Representative is not comfortable speaking with the supervisor or is not satisfied with the supervisor's response, the Representative is encouraged to speak with the President of the Board of Directors. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the JCGL President.

**President as Compliance Officer**

JCGL's President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action taken if warranted by the investigation. The President will advise the Board of Directors, in writing, of all complaints and their resolution.

**Accounting and Auditing Matters**

The JCGL President shall immediately notify the Audit Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and will work with the committee until the matter is resolved.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.