



## WHISTLEBLOWER & ANTI-RETALIATION POLICY

### 1. Protection from retaliation

1.1 Retaliation against any Director, employee, staff member, student, parent, volunteer, agent, contractor, or supporter of **Atlanta CV Drum & Bugle Corps/CorpsVets Inc.** ("CV") who raises concerns regarding potential violation of the law or of CV's standards of conduct or its policies is prohibited. Retaliation against any individual for the good faith reporting of real or potential compliance and policy violations is cause for immediate and appropriate actions, up to and including summary dismissal from CV in its sole discretion.

1.2 No Director, employee, contractor, subcontractor, volunteer, or agent of CV shall discharge, demote, suspend, threaten, harass, or in any other manner knowingly and intentionally discriminate against any individual in the terms and conditions of their relationship with CV for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy.

### 2. Encouragement of reporting

2.1 To provide information or otherwise assist in an investigation regarding any conduct which the reporter reasonably believes constitutes a violation of state or federal law, and/or prohibited practices, applicable to Atlanta CV or CV's policies and procedures, when the information or assistance is provided to, or the investigation is conducted by:

- (a). any state or federal regulatory or law enforcement agency;
- (b). any lawfully constituted investigative body; or
- (c). a person with supervisory authority over the individual or such other person working for Atlanta CV who has the authority to investigate, discover, or discipline misconduct.
- (d). To file, cause to be filed, testify, participate in, or otherwise assist in a proceeding filed or about to be filed relating to an alleged violation of state or federal law applicable to Atlanta CV or a violation of any applicable Atlanta CV policy.

2.2 For purposes of this policy, "Violations of Law" means a violation of any state, federal or local law that the Atlanta CV has the authority to correct and the reporting staff member or volunteer reasonably believes to be:

- (a). a criminal offense that is likely to cause an imminent risk of physical harm to persons.
- (b). a hazard to public health or safety
- (c). a felony. For purposes of this policy

2.3 For purposes of this policy, "Prohibited Practices" means conduct that a reporting staff member or volunteer reasonably believes to be a serious violation of the policies and practices established by the Atlanta CV and that would financially impact Atlanta CV, such as incorrect financial reporting, financial improprieties, accounting or audit matters; and/or detrimentally impact the reputation of the Atlanta CV, such as ethical violations, fraudulent conduct, or other similar improper practices or policies.



### **3. Reporting Procedure**

3.1 Reports of real or potential violations of law or violations of the policies and procedures of Atlanta CV shall be reported to the Executive Director, Assistant Director, or the Chair of the Board of Directors, who shall take immediate action. After conducting a reasonable investigation, as deemed appropriate, it is within their sole discretion to protect the health and welfare of the members and all individuals with Atlanta CV up to and including dismissal of the violator from the organization and/or reporting of the incident to appropriate law enforcement authorities.

3.2. Alternatively, any person may submit a violation of law or violations of CV's policies and procedures anonymously at the following email address: [whistleblower@atlantacv.org](mailto:whistleblower@atlantacv.org).

### **4. Handling of Reported Violations**

4.1 The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing, or any other complaint brought forth pursuant to this policy. The Executive Director shall immediately notify the board of directors of any such complaint and work with the board of directors until the matter is resolved.

### **5. Confidentiality**

5.1 Except as required by law, all reports shall be treated confidentially to the extent possible consistent with fair and rigorous enforcement of CV policies and procedures. We understand that you may find it difficult to report suspected violations by those you work with; however, Atlanta CV must take steps to prevent and detect criminal or unethical conduct to avoid jeopardizing the welfare of Atlanta CV and all their members, employees, contractors, staff, and volunteers. Please note that you should not conduct your own investigation of any suspected violation.

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## **ACKNOWLEDGMENT OF RECEIPT OF WHISTLEBLOWER & ANTI-RETALIATION POLICY**

I, (print name) \_\_\_\_\_, acknowledge that I have received and read the Whistleblower & Anti-Retaliation Policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences if I fail to do so.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature (if under 18)

\_\_\_\_\_  
Date