**<NAME OF AFFILIATE>**

Whistleblower Policy

 **[Adopted by xx on Date xx]**

POLICY: This Whistleblower Policy of <Affiliate>: (1) encourages staff or volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the <Affiliate>; (2) specifies that <Affiliate> will protect the person(s) from retaliation; and (3) identifies where such information can be reported.

PROCEDURES

1. **Encouragement of reporting**. <Affiliate> encourages complaints, reports or inquiries about illegal practices or serious violations of <Affiliate’s> policies, including illegal or improper conduct by <Affiliate> itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

2. **Protection from retaliation**. <Affiliate> prohibits retaliation by or on behalf of <Affiliate> against staff or volunteers for making good faith complaints, reports or inquiries under this policy, or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but are proven to be mistaken. <Affiliate> 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. **Where to report.** Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the President of the Affiliate and to the <Executive Secretary Treasurer>; if both of those persons are implicated in the complaint, report, or inquiry, the documents should be directed to the Affiliate’s Vice President/President Elect. <Affiliate> will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that <Affiliate> may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.