

# CHEBEAGUE ISLAND HISTORICAL SOCIETY

<b>POLICY NAME: Whistleblower Policy</b>	<b>DATE: April 17, 2023</b>
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Chebeague Island Historical Society encourages its employees to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith.

## **1. Employee Rights**

Employees have the right to report, without suffering retaliation, any activity by Chebeague Island Historical Society or any of our employees that the employee reasonably believes: 1) violates any state or federal law; 2) violates or amounts to noncompliance with a state or federal rule or regulation; or 3) violates fiduciary responsibilities by Chebeague Island Historical Society corporation. In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

The whistleblower protection laws do not entitle employees to violate a confidential privilege of Chebeague Island Historical Society (such as the attorney-client privilege) or improperly disclose trade-secret information.

## **2. Where to Report**

Employees have the duty to comply with all applicable laws and to assist Chebeague Island Historical Society to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to the Executive Director, if any, President of the Board of Trustees, or Vice President of the Board of Trustees.

Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

## **3. Protection from Retaliation**

It is the intent of this policy to encourage employees to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any employee who believes they have been retaliated against for whistle blowing may file a complaint with either the Executive Director, if any, the President of the Board of Trustees, or the Vice President of the Board of Trustees. Any complaint of retaliation will be promptly investigated and remedial action taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.