

Every Voice Choirs Whistleblower Protection Policy

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

No Retaliation

It is contrary to the values of Every Voice Choirs Inc. for anyone to retaliate against any board member, officer, employee 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 Every Voice Choirs Inc.. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Every Voice Choirs Inc. has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with Nicole Becker the Executive Director (nbecker@everyvoicechoirs.org / 347-419-2178). If you are not comfortable speaking with the Executive Director or you are not satisfied with the Executive Director's response, you are encouraged to speak with Lisa Kampf, Vice President of the Board of Directors and Director for Oversight (Lisa.kampf@gmail.com / 917-886-3637). All employees are required to report complaints or concerns about suspected ethical and legal violations in writing to Lisa Kampf.

Acting in Good Faith

Anyone filing a written 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.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

Lisa Kampf will contact the person who submitted a complaint to acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy approved by the Board of Directors on 10/2/2014