Whistleblower & Non-Retaliation Policy

Document No.: POL-01-009 Effective Date: 05/2026

Purpose

The purpose of this policy is to:

1. Encourage officers, employees, volunteers, and members to report unethical, illegal, or improper activities without fear of retaliation.
2. Protect the Association's assets, operations, and reputation.
3. Ensure compliance with Washington law and IRS 501(c)(3) requirements.

Scope

This policy applies to:

- Board members
- Employees
- Committee members
- Volunteers

Policy Statement

1. Any person covered under this policy may report in good faith:
    - Fraud or financial misconduct
    - Violation of federal, state, or local law
    - Breach of Board-approved policies or procedures
    - Misuse or misappropriation of Association assets
    - Retaliation or harassment
2. Reports may be made:
    - Verbally or in writing
    - Directly to the Board President, Secretary, or a designated Whistleblower Officer
3. The Association **will promptly and confidentially investigate all reports**.

Non-Retaliation

1. The Association strictly prohibits retaliation of any kind against individuals who:
    - Report suspected violations in good faith
    - Cooperate in an investigation
    - Participate in a proceeding related to such reports
2. Prohibited retaliation includes, but is not limited to:
    - Termination, demotion, or suspension
    - Harassment, intimidation, or threats
    - Reduction in volunteer responsibilities or privileges
    - Any adverse employment or board action
3. Any retaliation will result in **disciplinary action**, up to and including removal from office, termination, or referral to legal authorities.

Reporting Procedure

1. Reports should include:
    - Name of person(s) involved
    - Description of the incident
    - Supporting documentation, if available
2. Reports should be submitted to:
    - Board President: _____ (email/phone)
    - Board Secretary: _____ (email/phone)
    - Alternatively, a confidential submission to the designated Whistleblower Officer
3. The Board shall **acknowledge receipt** of the report within 5 business days.

Investigation Process

1. The Board or designated committee shall investigate promptly, thoroughly, and impartially.
2. Confidentiality must be maintained to the extent possible.
3. Findings and recommended corrective actions shall be reported to the Board.
4. Board-approved corrective actions will be implemented immediately.

Documentation

All reports, investigations, and resolutions shall be documented and retained in accordance with the **Record Retention Policy**.

Good Faith & False Reports

- Reports must be made **in good faith**.
- Reports made with **malicious intent or knowingly false information** may result in disciplinary action.
- Good faith means the individual **reasonably believes** the information is true at the time of reporting.

Board Oversight

- The Board is responsible for administering this policy.
- The Board will review the policy annually and update it as needed to comply with law and IRS guidance.