

City of Fairfax Band Association, Inc

Whistle Blower Protection Policy

Purpose

The purpose of this policy is to provide employees/members (permanent or temporary) of the City of Fairfax Band Association, Inc. (the “Association”) a means of raising concerns – without retribution -- in the event that an employee/member believes that a staff or board member (permanent or temporary) has been, or is engaged in, illegal behavior that is relevant to the operation of Association or is in violation of written Association policy.

General

The City of Fairfax Band Association shall adhere to all federal, state and local laws, and regulations that apply to the Association and to Association policies. In support of this overarching principle, this policy has been established to encourage employees/members to feel confident in raising concerns, to ensure employees/members receive a response for their concerns, and to ensure that if they raise concerns there will be no retaliation for having raised concerns.

Specific Provisions

General protection

The support of all employees/members is necessary to achieving compliance with relevant laws, regulations, and policies. In the interest of ensuring such compliance, an employee/member is protected from retaliation if that employee/member brings an alleged unlawful activity or practice that is relevant to the operation or reputation of the Association to the attention of the management of the Association and provides the Association with a reasonable opportunity to investigate and correct the alleged unlawful or inappropriate activity or behavior.

Complaint

If any employee/member of the Association reasonably believes in good faith that some policy, practice, or activity of the Association is in violation of law or written Association policy, a written complaint must be filed by that employee/member with the Chairman of the Board of Directors. Depending on the nature, seriousness, and sensitivity of the complaint, the Chairman of the Board of Directors shall inform the Governance Committee in closed session. The Chairman of the Board of Directors, in coordination with the Governance Committee, shall establish the appropriate investigatory steps to be taken.

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Examples

Some examples of unlawful activity, policy, or practice could include:

- 1) Theft, either petty or serious
- 2) A criminal offense, federal or Commonwealth of Virginia
- 3) Breach of statutory regulations, including health and safety
- 4) Breach of Association policy
- 5) Dishonesty
- 6) Any attempts to cover-up or conceal any of the above.

Investigation

Once a complaint has been received, the complainant will be informed within two business days of how the investigation will proceed and if it will result in an internal inquiry or a more formal investigation. Anonymous complaints are acceptable, but can hinder the investigation. All complaints shall remain confidential other than in cases where appropriate investigatory agencies may need to be involved.

Nonretaliation

The Association will not retaliate against an employee/member who in good faith has made a protest or raised a complaint against some practice of the Association or of another individual or entity with whom the Association has a business relationship on the basis of a reasonable belief that the practice is in violation of law or Association policy and complainant follows the procedures outlined in this policy.

Informed Employees/Members

The Chairman of the Board of Directors shall ensure that all employees/members are aware of this policy.

Policy adopted by the City of Fairfax Band Board of Directors on: 17 June 2009