



Historical Preservation Society of the Illinois Chapter of the Black Panther Party

Whistleblower Policy

Historical Preservation Society of the Illinois Chapter of the Black Panther Party (the “*Organization*”) requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, 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 the Organization 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 the Organization’s policies or suspected violations of law or regulations that govern the Organization’s operations.

No Retaliation

It is contrary to the values of the Organization for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports a violation of the Organization’s policies, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any law or regulation governing the operations of the Organization. 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 or volunteer status.

Reporting Procedure

Directors, officers, employees, and volunteers should share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, employees and volunteers should report to the Executive Director. However, if an employee or



volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that employee or volunteer is encouraged to report to any director of the Organization.

Acting in Good Faith

Any good faith report, concern, or complaint is fully protected by this policy, even if the report, question, or concern is, after investigation, not substantiated. Anyone filing a 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 of the Organization's policies or applicable law. Any allegations that prove not to be substantiated and have been made maliciously or with the knowledge that they were false will be treated as a serious disciplinary offense.

Confidentiality

Upon the request of the complainant, the Organization will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant. They may also be submitted anonymously by mailing the report to the Executive Director or another director. Reports of violations or suspected violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Organization or law enforcement to conduct an adequate investigation.

Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Executive Director or board member has received the complaint or report. [*The Executive Committee shall be informed of all such complaints or reports.*]