



DURANGO ARTS CENTER & BOARD OF DIRECTORS

802 E. 2nd Avenue | Durango, CO 81301 | PH (970) 259-2606 | www.DurangoArts.org

Whistleblower Policy

Policy

The objective of the Durango Arts Center, Inc.'s (DAC) Whistleblower Policy is to establish a policy for the protection of directors, volunteers and employees reporting Concerns (knowledge of possible illegal activities) from retaliation, harassment or adverse employment consequences related to complaints of organizational wrongdoing.

General

The DAC encourages directors, other volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of DAC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, volunteers and employees to report Concerns to the Executive Committee of the DAC Board of Directors in accordance with this Whistleblower Policy as soon as possible, but no later than within 30 days after discovering the possible illegal activity. Email address for the DAC President of the Board is president@durangoarts.org.

Authority of the Finance Committee

All reported Concerns related to financial improprieties will be forwarded to the Finance Committee in accordance with the procedures set forth herein. The Finance Committee shall be responsible for investigating, and making appropriate recommendations to the board of directors, with respect to those reported Concerns. The Executive Committee will be responsible for investigating and making recommendations with respect to non-financial related Concerns.

No Retaliation

No director, volunteer, or employee who in good faith reports a Concern shall suffer harassment, retaliation, or adverse employment consequence. Moreover, a volunteer or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious Concerns within the Organization for investigation and appropriate action.

Reporting Concerns

Employees should share their Concerns with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address a Concern. However, if the employee is not comfortable speaking with a supervisor about a concern or the employee is not satisfied with the supervisor's response, the employee is encouraged to speak with a board member or anyone in management with whom they are comfortable approaching. Supervisors



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and managers are required to report suspected Concerns to the Board Chair or the Chair of the Finance Committee.

For suspected fraud, or if an employee is not satisfied or is uncomfortable with following the open-door policy, individuals should contact DAC's Chair of the Finance Committee directly.

The Executive Committee and the Finance Committee have the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Handling of Reported Violations

The Executive Committee or the Finance Committee shall address all reported Concerns depending on the nature of the Concern. The appropriate Committee Chair shall immediately notify the Committee, as well as the Executive Director, of any such report within three business days. The Committee Chair will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be investigated by the Executive Committee or the Finance Committee, and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

Acting in Good Faith

Anyone filing a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the law, or constitutes an inappropriate accounting or financial practice. 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 and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of Concerns, and investigations pertaining thereto, will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.