

## **Dragon Boat Charleston**

### **Whistleblower Policy**

#### **Policy Statement:**

Dragon Boat Charleston, hereinafter referred to as "DBC," requires directors, officers, employees, and members to observe high standards of business and professional ethics in the conduct of their duties and responsibilities. As representatives of DBC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all laws and regulations.

The term "whistleblower" shall mean one who reveals wrongdoing within an organization to the public or those in positions of authority.

#### **1. Reporting Responsibility**

The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that DBC can address and correct inappropriate conduct and actions. It is the responsibility of directors, officers, employees, and members to report concerns about violations of DBC's code of conduct or suspected violations of law or regulations that govern DBC operations.

#### **2. No Retaliation**

It is contrary to the values of DBC for anyone to retaliate against any director, officer, employee, or member 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 DBC. Any employee or member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment by or membership in DBC.

#### **3. Reporting Procedure**

DBC has an open-door policy and suggests that employees and members share their questions, concerns, suggestions, or complaints with the Executive Director. If one is not comfortable speaking with the Executive Director, he or she is encouraged to speak with the Board Chair or member liaison.

#### **4. Executive Director**

DBC's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

#### **5. Accounting and Auditing Matters**

DBC's Executive Director shall immediately notify the Chair of the Finance Committee of any concerns or complaints regarding corporate accounting practices and shall work with the committee until the matter is resolved.

#### **6. 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.

#### **7. Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### **8. Handling of Reported Violations**

DBC's Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation within three days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

#### **9. Retention of Documents**

All reported violations submitted in written form and all materials pursuant to an investigation under this policy shall be retained by DBC for not less than seven years.