

WHISTLEBLOWER POLICY

ARTICLE I - PURPOSE

The Loveland Choral Society (hereinafter referred to as “the Choir”) requires the Board of Directors (hereinafter referred to as “the Board”), key persons, and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of the Choir, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

ARTICLE II - REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns internally so that the Board of Directors can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, key persons, choir members, and volunteers to report concerns about violations of the Choir’s code of conduct or suspected violations of law or regulations that govern the Choir’s operations.

ARTICLE III - NO RETALIATION

It is contrary to the values of the Choir for anyone to retaliate against any Board member, key person, choir member, or volunteer 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 the Choir. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership or legal action.

ARTICLE IV - REPORTING PROCEDURE

The Choir has an “open door” policy and suggests that members or others share their questions, concerns, suggestions, or complaints, either verbally or in writing, with a member of the Board. If you are not comfortable speaking with the Board or you are not satisfied with the Board’s response, you are encouraged to speak with the Artistic Director. Board members and the Artistic Director are required to report complaints or concerns about suspected ethical and legal violations in writing to all active members of the Board, who have the responsibility to promptly and thoroughly investigate all reported complaints.

ARTICLE V - COMPLIANCE OFFICERS

The Choir's Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are promptly and thoroughly investigated and resolved. If the complaint involves a member of the Board of Directors, such Board member shall be removed from any investigation into the complaint.

ARTICLE VI - ACCOUNTING AND AUDITING MATTERS

Any Board member shall immediately notify all acting members of the Board of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing and work together until the matter is resolved.

ARTICLE VII - 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 and may result in discipline up to and including termination of membership.

ARTICLE VIII - 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. If the complaint involves a member of the Board of Directors, such Board member shall be removed from any investigation into the complaint.

ARTICLE IX - HANDLING OF REPORTED VIOLATIONS

The Choir's Board of Directors will notify the person who submitted a complaint to acknowledge receipt of the reported violation or suspected violation. All reports will be promptly and thoroughly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be notified of the outcome of the investigation and any resolution of the issue to the extent possible.

Policy approved by the Board of Directors on 2/21/26.