

Whistleblower Protection Policy

Salt Lake City Arts Council requires directors, officers, board members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Salt Lake City Arts Council, 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 Salt Lake City Arts Council 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 Salt Lake City Arts Council's code of ethics or suspected violations of law or regulations that govern Salt Lake City Arts Council's operations.

No Retaliation

It is contrary to the values of Salt Lake City Arts Council for anyone to retaliate against any board member, officer, employee 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 Salt Lake City Arts Council. 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.

Reporting Procedure

The Salt Lake City Arts Council has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Salt Lake City Arts Council's Board Chair. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Board Chair, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Board Chair.

Board Chair

The Salt Lake City's Board Chair is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. They will advise the Executive Leadership team and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Arts Council Board Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Salt Lake City Arts Council Board Chair shall immediately notify the Board Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

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.

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.

Handling of Reported Violations

The Salt Lake City Arts Council Board Chair will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated. If violations are confirmed, the Treasurer and/or Board Chair will be responsible to report this information to Salt Lake City Corporation in the interest of the governmental non-profit relationship. Reports should be made to the Director of Economic Department (or respective parent Department at the time).

Salt Lake City Arts Council

Policy approved by the Board of Directors on {Date}.