

Coppel Amateur Radio Enthusiasts

# Whistleblower Policy

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[www.coppelhams.org](http://www.coppelhams.org)



Coppel  
Amateur  
Radio  
Enthusiasts

## Purpose

The purpose of this policy is to:

- create and ethical and open work environment;
- ensure that Coppell Amateur Radio Enthusiasts has a governance and accountability structure that supports its mission; and
- encourage and enable directors, officers, employees and volunteers of Coppell Amateur Radio Enthusiasts to raise serious concerns about the occurrence of illegal or unethical actions within the organization before turning to outside parties for resolution.

## Overview

Coppell Amateur Radio Enthusiasts requires its directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities within the organization. As representatives of Coppell Amateur Radio Enthusiasts, we must practice honesty and integrity in fulfilling our responsibilities and must comply with all applicable laws and regulations.

Coppell Amateur Radio Enthusiasts encourages employees, volunteers and others related to the organization to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by employees, volunteers, officers, directors, or others related to the organization.

## No retaliation

No person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment or volunteer consequence. An employee, board member, or volunteer who retaliates against someone who has reported a violation in good faith or who, in good faith, has cooperated in the investigation of a violation is subject to discipline up to and including termination of employment or volunteer status.

If you believe that an individual who has made a good faith report of a violation or who has, in good faith, cooperated in the investigation of a violation is suffering harassment, retaliation or adverse employment or volunteer consequences, you should report the retaliation.

## Reporting process

All directors, officers, employees and volunteers should address their concerns relating to a violation to any person within the organization who can properly address those concerns. In most cases, the direct supervisor of an employee or volunteer is the person best suited to address a concern. However, if you are not comfortable speaking with your supervisor or if you are not satisfied with your supervisor's response, you are encouraged to speak to the President, Vice President or any special committee constituted by the Board to receive and process such confidential information. To the extent that the activity or misconduct involves the President the report should be made directly to the Vice President.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Anonymous submissions should be mailed to Coppell Amateur Radio Enthusiasts' mailing address. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The recipient of a complaint will notify the sender and acknowledge receipt of the reported violation or misconduct within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.