

BAY COMMUNITY THEATRE ORGANIZATION

Whistleblower-Complaint Resolution Policy

Introduction

The **Bay Community Theatre Organization** (the “Bay”) requires directors, officers, volunteers 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 Bay, 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 Bay 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 the Bay’s code of ethics or suspected violations of law or regulations that govern the Bay’s operations.

No Retaliation

It is contrary to the values of the Bay 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 Bay. 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 or removal from the board.

Reporting Procedure

The Bay 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 any member of the board. Supervisors, board members and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Bay’s Compliance Officer, 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 Executive Director or the organization's Compliance Officer.

Compliance Officer

The Bay's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the board of directors of all complaints and their resolution and will report at least annually to the board on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Bay's Compliance Officer shall immediately notify the Audit Committee/Finance Committee 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 Bay's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

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Compliance Officers:

Treasurer and Secretary of the Bay Community Theatre Organization

Policy approved by the Board of Directors on January 22, 20124.