

WHISTLEBLOWER POLICY

1. **Purpose.** This Policy is intended to encourage and enable staff members, volunteers, officers, and directors to raise concerns within San Diego Astronomy Association (the “Association”) and to provide guidance about which staff or board members or outside parties to whom such information can be reported for investigation and appropriate action. The Policy also exists to ensure that all reporters are protected from retaliation.
2. **Policy.** If any staff member, volunteer, officer, or director of the Association reasonably believes that the Association is in violation of any of its adopted policies or that any of the Association’s activities, policies, or practices are illegal (i.e., in violation of any applicable federal or state law, regulation, or rule), the Association encourages that person to follow the complaint procedure below.
3. **Procedure.** A staff member or volunteer who wishes to express concern about any policy, practice, or activity of the Association may make an oral complaint to the staff member or volunteer’s immediate supervisor. If the staff member or volunteer is not satisfied with the supervisor’s response, the supervisor is the subject of the individual’s concern, or the individual is otherwise uncomfortable speaking with their supervisor, the staff member or volunteer may then make the complaint orally or in writing, about the claimed violation to any current Officer or Director. If the staff member or volunteer’s supervisor happens to be a Director, the staff member or volunteer may make the complaint to the President and/or Vice President. Directors and officers should submit their complaints in writing directly to the President and/or Vice President .
4. **Handling of Reported Violations.** The Association’s Executive Committee will promptly investigate all submitted complaints. Appropriate corrective action will be recommended to the Association’s Board of Directors if warranted by the investigation.
5. **Accounting and Auditing Matters.** The Association’s Treasurer shall immediately notify the Audit Committee of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Treasurer 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 act in good faith and have reasonable grounds for believing the disclosed information indicates a violation. A whistleblower who makes a report that is proven to be unsubstantiated AND made with malicious intent is subject to discipline, including termination or other legal means, to protect the reputation of the Association and members of the board and staff.
7. **No Retaliation.** No staff member, volunteer, officer, or director who, in good faith, has submitted a complaint regarding some activity, Policy, or practice of the Association shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has submitted a complaint regarding some activity, Policy, or practice of the Association in good faith is subject

to discipline up to and including dismissal from the volunteer position or termination of employment. Reports of complaints, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

8. **Compliance.** The Association intends to adhere to all laws and regulations that apply to San Diego Astronomy Association. The underlying purpose of this Policy is to support the Association's goal of legal compliance, including compliance with California Labor Code Sections 1102.5 through 1102.8. Pursuant thereto, the Association shall prominently display in lettering larger than size 14-point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the California State Attorney General's Whistleblower Hotline. The support of all staff members, officers, directors, and volunteers is necessary to achieving compliance with various laws and regulations.