WHISTLEBLOWER POLICY

The purpose of this Whistleblower Policy serves to protect WQA and all who are performing official duties on its behalf, in their various capacities, as WQA Representatives.

Handling of Reported Violations

When a WQA Representative develops knowledge of, or a suspicion of, improper accounting or auditing practices, illegal or unethical conduct or conflicts of interest in connection with the finances or other aspects of operations of the Association:

The WQA Representative is encouraged to bring this information to the attention of the Association by informing the Executive Director, the President of the Association or the Treasurer of the Association, and the person who was advised will inform the other two. If the alleged wrongdoing concerns the Executive Director, the person who has knowledge of the wrongdoing should inform either the President of the Association or the Treasurer of the Association, and the person who was advised will inform the other.

The Executive Director or the Treasurer of the Association will investigate allegations promptly in a manner appropriate to the circumstances, and findings of illegal conduct will be reported to the President of the Association on a timely basis. The confidentiality of the identity of any person providing information regarding actual or alleged illegal conduct will be maintained to the extent possible, without impeding the investigation and resolution of the matter.

No WQA Representative will punish or retaliate against anyone who refuses to participate in misconduct, anyone who cooperates with an investigating agency, or anyone who engages in good faith reporting of information under this Whistleblower Policy.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, illegal or unethical conduct, conflicts of interest in connection with the finances or other aspects of operations of the Association or a violation of WQA policy or the law. The act of making allegations that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.