



## **Whistleblower Protection Policy**

The Hundred Club of DuPage County requires directors, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Each of us as representatives of The Hundred Club of DuPage County, 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 members of The Hundred Club of DuPage County to raise serious concerns internally so that The Hundred Club of DuPage County can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees and volunteers to report concerns about violations of The Hundred Club of DuPage County's code of ethics or suspected violations of law or regulations that govern The Hundred Club of DuPage County's operations.

### **No Retaliation**

It is contrary to the values of The Hundred Club of DuPage County 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 Hundred Club of DuPage County. 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 Hundred Club of DuPage County has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the Board President, Vice President or Treasury. If you are not comfortable speaking with those individuals, you are encouraged to speak with any board member. Board members are required to report complaints or concerns about suspected ethical and legal violations in writing to The Hundred Club of DuPage County's President or designee, has the responsibility to investigate all reported complaints.

### **Board President**

The Hundred Club of DuPage County's Board President or designee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board President 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.

