



AMERICAN CANYON ARTS FOUNDATION

Board of Director's Policy Manual

Whistleblower Policy

Adopted/Revised:
October 9, 2013

I. Purpose/Intent

American Canyon Arts Foundation (ACAF) intends to comply with all appropriate State and Federal laws and regulations relating to the operation of its charitable nonprofit services and programs. Accordingly, we support the right of an employee, Officer, or Foundation Member to file a complaint whenever that individual feels there is a violation of law occurring in the Foundation.

II. Authority

This policy is established pursuant to CA Labor Code section 1102.8, which requires all employers to post information regarding the State's "Whistleblower" Act. Although the intent of State law is focused on governmental violations, a similar policy is appropriate for ACAF to implement as well. The Board of Directors has the authority to establish policies under Article 12, Section 2 of the By-Laws, and approved this policy by adopting Resolution 2013-02.

III. Policy

Section One. If any Member or employee reasonably believes that some policy, practice, or activity of ACAF is in violation of law, a written complaint may be filed by that Member or employee with the Executive Director or Board President.

Section Two. Once the alleged unlawful policy, practice or activity is brought to the attention of the Executive Director or Board President, ACAF must be given a reasonable opportunity to investigate and correct the alleged unlawful activity, and to report the results to the Member or employee.

Section Three. ACAF will not retaliate against a Member or employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of ACAF that the Member or employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

The protection described above is only available to employees that comply with Section Two of this policy.

CALIFORNIA'S WHISTLEBLOWER LAW

California Labor Code section 1102.8 requires that all employers display a posting in lettering larger than 14-point type describing employees' rights and responsibilities under the whistleblower laws. The text below is printed in 20-point type.

- **An employee is entitled to disclose information to a government or law enforcement agency where the employee has a reasonable cause to believe that the information discloses a violation of state or federal statute, rule, or regulation.**
- **An employer may not adopt or enforce any rule or policy preventing an employee from disclosing such information.**
- **An employer may not retaliate against an employee for refusing to comply with any such policy.**
- **An employer may not retaliate against an employee for exercising his or her rights of disclosure.**
- **Any employer who violates this law may be penalized by a civil penalty up to \$10,000 for each violation.**

California Whistleblower Hotline: 1-800-952-5665