

## **Duxbury Land Trust Whistleblower Policy**

### **General**

DLT Board of Director members (directors) and officers need to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. This Whistleblower Policy is intended to encourage and enable DLT directors, officers and members to raise serious concerns within the DLT prior to seeking resolution outside the organization.

### **Reporting Responsibility**

It is the responsibility of all directors and officers to comply with DLT policies and all applicable laws and regulations, and report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer, or member who in good faith reports a suspected violation shall suffer harassment or retaliation based on the reporting of such a violation.

### **Reporting Violations**

Board of Director members are required to report suspected violations of DLT policies or relevant laws and regulations to the Board Chair. If an individual is not comfortable speaking with the Board Chair, they are encouraged to speak with the Board Vice-Chair, or another board member they are comfortable approaching.

The Board Chair, or other board member receiving a complaint or allegation, is responsible for investigating and resolving all reported concerns and, at his/her discretion, shall advise the Board.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing there is indication of 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 grounds for termination of membership and/or the Board of the DLT.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to an extent possible that is consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Board Chair, or other board member contacted, has responsibility to investigate all reported suspected violations. The person receiving the report will notify the sender within five business days that the report of suspected violation has been received. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

*Adopted March 20, 2018*