



# **Whistleblower Policy**

*Version 1.1  
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**REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Revision Description</b>
0.8	16-Jan-07	I. Hewitt	Initial Revision. Submitted for Review.
1.0	18-Feb-07	I. Hewitt	Syntax Changes.
1.1	05-Mar-07	I. Hewitt	Remove 4.3 (duplicate paragraph), add “to” in Sec 5, and Remove first sentence (redundant) in Sec 6.

**APPROVAL RECORD**

<b>Approver</b>	<b>Title</b>	<b>Date</b>
Bill Webster	<i>Co-Chairperson</i>	06-Mar-07
Doug Lively	<i>Co-Chairperson</i>	06-Mar-07
Ian Hewitt	<i>Co-Chairperson</i>	05-Mar-07
Mark Lang	<i>Secretary</i>	06-Mar-07
Jim Dellapenna	<i>Treasurer</i>	06-Mar-07

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## 1. Purpose

The Raleigh Astronomy Club's (RAC) Code of Conduct requires all officers and members to observe high standards of business and personal ethics in their conduct of club business. All officers and members must practice honesty in all dealings concerning the club and comply with all laws and regulations. This policy encourages members to raise concerns internally before seeking outside resolution. It also protects any member raising a concern in a good faith.

## 2. Scope

This policy applies to all members and officers of the Raleigh Astronomy Club when involved in club meetings, activities, and business. It does not apply to any outside concerns of any member.

## 3. No Retaliation

Any member or officer who reports a violation, in good faith, shall not suffer any harassment or retaliation of any kind. Any member who retaliates against someone who has reported a violation in good faith is subject to expulsion from RAC.

## 4. Reporting

It is the clear responsibility of any officer or member to report any violations of the code of conduct or any other improper activities in accordance with the Whistleblower Policy. Any member may also report any violations anonymously to the Executive Committee.

### 4.1. Reporting Process

RAC has an open door policy with respect to the officers and members. Any suspected concern should be reported to an officer or the executive committee as a whole. Members who are not comfortable approaching the executive committee or an officer should report any violations to the RAC Compliance Officer. A last resort would be to raise the concern at a regular meeting to the membership present.

#### 4.1.1. Compliance Officer

The Compliance Officer is responsible for investigating any concern and reporting to the Executive Committee the results of the investigation. The Compliance Officer shall not be a member of the Executive Committee and be separate from the day to day business transactions of the club.

### 4.2. Good Faith

Anyone filing a complaint concerning a violation of the Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed to be a violation of the Code of Conduct. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously may be grounds for expulsion.

## **5. Handling of Reported Violations**

All violations reported to the Executive Committee of the Compliance Officer shall be acknowledged (if not reported anonymously) within seven (7) days. All reports will be promptly investigated and the appropriate action taken if warranted.

## **6. Confidentiality**

Any reported violation will be kept confidential between the Executive Committee and Compliance Officer to the greatest extent possible, consistent with any laws or the need to investigate the complaint.

## 7. Reference Documents

<b>No.</b>	<b>Document Title</b>	<b>Author</b>
1.	Raleigh Astronomy Club Code of Conduct	Raleigh Astronomy Club
2.	Raleigh Astronomy Club Document Retention Policy	Raleigh Astronomy Club