



## **WHISTLEBLOWER POLICY**

### **Purpose**

The Great Lakes Region of the American Music Therapy Association (GLR of AMTA) will maintain the highest ethical standards in the conduct of all business affairs. GLR of AMTA will comply with all applicable laws and regulations and expects its Board of Directors, volunteers, and employees to conduct business in accordance with the letter and spirit of relevant laws and refrain from dishonest or unethical conduct.

The intent of this policy is that each board member, volunteer, and employee will, during working and non-working hours, act in a manner that will inspire public trust in their integrity, impartiality, and devotion to the best interest of AMTA, its program participants, customers and community citizens.

### **Policy**

1. A whistleblower as defined by this policy as a volunteer, employee, or board member of GLR of AMTA who reports an activity that he/she considers to be illegal or dishonest to the President or Past President. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
2. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; or other fraudulent financial report; or the reporting of OSHA or other safety law violations.

If a board member, volunteer, or employee has knowledge of, or a concern of, illegal, dishonest, or fraudulent activity, the individual is to contact the President or Past President. The individual must exercise sound judgment to avoid baseless allegations. A board member, volunteer, or employee who intentionally or knowingly files a false report of wrongdoing will be subject to disciplinary action up to and including removal from office or termination.