

Landmark Community Theatre's Whistleblower Protection Policy

Landmark Community Theatre requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Landmark Community Theatre, we 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 others to raise serious concerns internally so that Landmark Community Theatre can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Landmark Community Theatre's code of ethics or suspected violations of law or regulations that govern Landmark Community Theatre's operations.

No Retaliation

It is contrary to the values of Landmark Community Theatre 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 Landmark Community Theatre. 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

Landmark Community Theatre has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with Landmark Community Theatre's Executive Director, Board Chair, or Compliance Officer. The executive director and board chair are required to report complaints or concerns about suspected ethical and legal violations in writing to the Landmark Community Theatre's Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Executive Director, Board Chair, or the Landmark Community Theatre's Compliance Officer.

Compliance Officer

The Landmark Community Theatre's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and the Board of Directors of all complaints and their resolution.

Accounting and Auditing Matters

Landmark Community Theatre's Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding accounting

practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates 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 a serious disciplinary offense.

Confidentiality

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

Handling of Reported Violations

Landmark Community Theatre 's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

George Seabourne
Compliance Officer, Landmark Community Theatre
{Contact information}
Policy approved by the Board of Directors on _____.

Certification

By signing this form below, I certify that:

1. I have received a copy of Landmark Community Theater's Whistleblower's Protection Policy;
2. I have read and understand the policy;
3. I agree to comply with the policy; and
4. I understand that the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities.

Name (Print): _____

Signature: _____ Date: _____