

THE MINNESOTA STATE BAND

Whistleblower Policy

In keeping with the policy of maintaining the highest standards of conduct and ethics, the **MINNESOTA STATE BAND** (“MSB”) will investigate complaints of suspected fraudulent or dishonest or unethical use or misuse of its resources or property by Board members, conductors, band members, volunteers, or audiences. To maintain the highest standards, MSB will also investigate complaints concerning its programs.

Board members, conductors, band members, volunteers, and community members are encouraged to report suspected fraudulent or dishonest or unethical conduct, pursuant to the procedures set forth below. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

REPORTING

Concerns about possible fraudulent or dishonest use or misuse of resources or property, or program operation, should be reported *in writing to any Board Member*. The reporter may request to remain anonymous.

INVESTIGATION

All relevant matters, including suspected but unproved matters, will be promptly reviewed, and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings may be communicated to the reporting person, if appropriate. Investigations may be conducted by independent persons such as auditors and/or attorneys. Investigators will endeavor to maintain appropriate confidentiality, but confidentiality is not guaranteed.

NO RETALIATION

Board members, conductors, band members, volunteers, or community members who in good faith report either

- suspected fraudulent or dishonest use or misuse of its resources, or property,
- complaints concerning the services it provides and programs MSB runs,

shall not suffer harassment, retaliation, or other consequence. Any member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal.

This Whistleblower/Complaint Resolution Policy is intended to encourage and enable members and others to raise serious concerns within the organization prior to seeking resolution outside the organization. The Policy is in addition to any non-retaliation requirements required by law.

Members must act in good faith. Members who intentionally make unsupported allegations may be subject to disciplinary action, including removal.

ADOPTED & DATE: Minnesota State Band Board of Directors; 3/3/2021

MEMBER SIGNATURE: _____

DATE: _____