

THE NORTH CAROLINA CHAMBER MUSIC INSTITUTE

Whistleblower Policy

Purpose: This Whistleblower Policy (the “Policy”) describes how individuals can raise a concern to the North Carolina Chamber Music Institute (“NCCMI”) about actual or potential violations of NCCMI policy or the law, and how NCCMI will respond to such concerns.

Policy:

NCCMI takes all good faith reports of potential wrongdoing seriously and has a strict non-retaliation policy that prohibits retaliation, including adverse employment action, against anyone who reports a concern or participates in an investigation into alleged wrongdoing.

A "whistleblower" as defined by this Policy is an employee or third party (including a student or parent participant, coach, volunteer, etc.) who reports conduct that he or she in good faith believes may be illegal, dishonest, unethical or otherwise in violation of NCCMI's policies. Examples of inappropriate conduct may include alleged violations of federal, state or local laws, inappropriate billing for services not performed or for goods not delivered, inappropriate conduct by a coach or volunteer or fraudulent financial reporting.

Any individual with concerns about potential wrongdoing should contact NCCMI's Executive Director (“ED”). The NCCMI ED will promptly escalate the concern to the President of the NCCMI Board of Trustees (the “Board President”). The ED and Board President will determine if an investigation is warranted and if so, who will conduct the investigation. If an individual wishes to make a report anonymously, he or she can send an anonymous hard copy letter to NCCMI addressed to the “NCCMI Governance Committee” in an envelope clearly marked “CONFIDENTIAL”.

NCCMI will strive to maintain confidentiality of a reporter's identity to the greatest extent possible and will share information about a concern or investigation only on a need-to-know basis. In certain instances, it may not be possible to maintain anonymity of a reporter's name, e.g., to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. NCCMI will conduct an investigation, if warranted, in accordance with applicable laws.

NCCMI has a strict non-retaliation policy, and any whistleblower who believes he or she is being retaliated against must contact the ED or a Governance Committee member immediately.