

**CAAS WHISTLEBLOWER POLICY**  
**Adopted by vote of the Board, October 20, 2016**

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

**No Retaliation**

It is contrary to the values of CAAS for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports a 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 CAAS. A board member or other officer of CAAS who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of office by vote of the Board.

**Reporting Procedure**

CAAS suggests that anyone with questions, concerns, suggestions or complaints share these with the association's President. If you are not comfortable speaking with the President or are not satisfied with his or her response, you are encouraged to speak with any of the elected officers. All CAAS officers, directors, committee chairs, and delegates are required to report complaints or concerns made to them about suspected violations in writing to CAAS's Officer-at-Large, who has the responsibility to investigate all reported complaints. Anyone with concerns or complaints may also submit their concerns in writing directly to the Officer-at-Large. CAAS's Officer-at-Large is responsible for ensuring that all complaints are investigated and resolved. The Officer-at-Large will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

**Accounting and Auditing Matters**

CAAS's Officer-at-Large shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.