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
dhigh 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.