



TEXAS MUSIC TEACHERS ASSOCIATION

Affiliated with Music Teachers National Association

A. Whistleblower Protection Policy (Short Version)

1. TMTA encourages its employees to report suspected or actual illegal or improper activity, financial or otherwise. TMTA will not condone any activity that is illegal or improper, whether done by a Board Member or employee.
2. Employees should report to the TMTA President any activities that you believe to be illegal or improper. Employees will be protected against retaliatory actions resulting from reporting unethical conduct. Any employee who feels that adverse action has been taken toward him/her due to a report of improper activity should notify the TMTA President as soon as possible.

B. Whistleblower Policy (Long Version – based on National Center for Nonprofit Associations policy)

1. **General.** TMTA requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties. As employees and representatives of the TMTA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.
2. **Reporting Responsibility.** It is the responsibility of all directors, officers and employees to comply with and to report violations or suspected violations in accordance with this Whistleblower Policy.
3. **No Retaliation.** No director, officer or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within TMTA prior to seeking resolution outside TMTA.
4. **Reporting Violations.** Employees should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, 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 anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report

suspected violations to the TMTA President who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or are uncomfortable with following TMTA's policy, individuals should contact the TMTA Immediate Past President directly.

5. **Reporting Individual.** The TMTA President is responsible for investigating and resolving all reported complaints and allegations concerning violations and shall advise the Executive Board at least annually on compliance activity, if any.

6. **Accounting and Auditing Matters.** The Executive Board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The TMTA VPBA shall immediately notify the Executive Board of any such complaint and work until the matter is resolved.

7. **Acting in Good Faith.** Anyone filing a 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.

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

9. **Handling of Reported Violations.** The TMTA President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Adopted July, 2012