



Lumière Performing Arts

WHISTLEBLOWER & ANTI-RETALIATION POLICY

1.0 Purpose

This Whistleblower and Anti-Retaliation Policy of Lumière Performing Arts ("Lumière"): (1) encourages participants, staff, and volunteers to come forward with credible information on Prohibited Practices or Violations of Law; (2) specifies that Lumière will protect the person from retaliation; and (3) identifies where such information can be reported.

2.0 Encouragement of Reporting

Lumière encourages complaints, reports or inquiries about Prohibited Practices or Violations of Law, including illegal or improper conduct by Lumière itself, by its leadership, or by others on its behalf. For purposes of this policy, "Violations of Law" means a violation of any state, federal or local law that Lumière has the authority to correct and the reporting staff member or volunteer reasonably believes to be: (i) a criminal offense that is likely to cause an imminent risk of physical harm to persons, (ii) a hazard to public health or safety, or (iii) a felony. For purposes of this policy, "Prohibited Practices" means conduct that a reporting participant, staff member, or volunteer reasonably believes to be a serious violation of the policies and practices established by Lumière and that would financially or detrimentally impact Lumière, such as incorrect financial reporting, financial improprieties, accounting or audit matters, or detrimentally impact the reputation of Lumière, such as ethical violations, fraudulent conduct, or other similar improper practices or policies.

3.0 Protection from Retaliation

Lumière prohibits retaliation by or on behalf of Lumière against participants, staff, or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This includes retaliation in the form of an adverse employment action such as termination, decrease in compensation, or the threat of physical harm. Every effort will be made to protect the confidentiality of the participant, staff member or volunteer making the report. However, a reporting individual's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.


This protection extends to those whose allegations are made in good faith but prove to be mistaken. Lumière reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Any staff member or volunteer who makes a report under this policy who believes he or she is being retaliated against must immediately contact Lumière's Executive Director or the elected Compliance Officer; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any member of the Board of Directors not so implicated.

4.0 Where to Report

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. Staff, volunteers or participants must recognize that Lumière may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously. Complaints or reports should ONLY be submitted through Lumière’s Reporting Form at lumierewg.org/report.

5.0 Handling of Reported Violations

The Compliance Officer 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.

The following provision is made in Article III, Section 8 of the  Lumière PA Bylaws :

“The Compliance Officer shall serve as the authority charged with investigating any reports made with respect to Organization’s ‘Whistleblower & Anti-Retaliation Policy.’ They shall assemble a panel of three (3) members at large by random draw to participate in said investigation and a meeting of the appointed panel shall vote on the proposed resolution to be adopted by an emergency meeting of the Executive Committee. The Compliance Officer shall keep all officers (provided they are not directly involved in the report) abreast of the details and process of the investigation, and all Officers shall be invited to attend all meetings of the investigation panel as ex-officio non-voting members of the panel. The Compliance Officer shall serve in a non-voting capacity on the investigation panel. The Compliance Officer will be required to write-up all of the claims, resolutions and other information pertaining to the incident with the provided Incident Report Form to be presented to the board and to be kept on file.”

ACKNOWLEDGMENT OF RECEIPT OF WHISTLEBLOWER & ANTI-RETALIATION POLICY

I, (print name) _____, acknowledge that I have received and read Lumière Whistleblower & Anti-Retaliation Policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences if I fail to do so.

Signature

Date

Parent/Guardian’s Signature (if under 18)

Date