

# Whistleblower Protection Policy

## Foothill Band Boosters Club

### 1. Purpose and Scope

The Foothill Band Boosters Club (the "Organization") requires directors, officers, and volunteers to observe high standards of business and personal ethics in the conduct of their duties. As representatives of the Foothill Band Boosters Club, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy is intended to encourage and enable volunteers and others to raise serious concerns internally so that the Organization can address and correct inappropriate conduct.

### 2. Reporting Responsibility

It is the responsibility of all board members, officers, and volunteers to report concerns about violations of the Organization's code of ethics or suspected violations of law or regulations that govern the Organization's operations.

### 3. No Retaliation

In accordance with California law and the values of the Foothill Band Boosters Club, no board member, officer, or volunteer who in good faith reports a violation shall suffer harassment, retaliation, or adverse consequences.

- Retaliation against someone who has reported a violation in good faith is subject to discipline up to and including removal from their position or termination of their relationship with the Organization.
- This protection applies to reports of discrimination, suspected fraud, or violations of regulations governing non-profit operations in the state of California.

### 4. Reporting Procedure

The Foothill Band Boosters Club has an open-door policy. We suggest that volunteers share their questions, concerns, or complaints with the **Board President**.

- If you are not comfortable speaking with the President or are not satisfied with their response, you are encouraged to speak with the **Vice-President** or another member of

the Executive Board.

- Supervisors and managers are required to report suspected ethical and legal violations in writing to the Organization's designated **Compliance Officer**.

## 5. Compliance Officer

The designated Compliance Officer, the Board Secretary, is responsible for ensuring that all complaints are investigated and resolved.

- The Compliance Officer will advise the Board of Directors of all complaints and their resolution.
- For matters regarding corporate accounting practices or internal controls, the Compliance Officer shall immediately notify the Finance Committee and the Board Directors and work with them until the matter is resolved.

## 6. Confidentiality and Good Faith

- **Good Faith:** Anyone filing a complaint must act in good faith and have reasonable grounds for believing the information indicates a violation. Allegations proved to be made maliciously or known to be false will be viewed as a serious disciplinary offense.
- **Confidentiality:** Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## 7. Handling of Reported Violations

The Compliance Officer will acknowledge receipt of the reported violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted.

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## Organization Contacts

**Compliance Officer:** Prasanna Sukumar

**Title:** Secretary

**Email/Phone:** secretary@foothillmusic.org

**Policy approved by the Board of Directors on:** 14 January 2026