

Society for Military History
Policies and Procedures
Whistleblower Policy

Purpose. This Whistleblower Policy is designed to (i) provide a mechanism for employees and other organization leaders of the Society for Military History to raise good faith concerns regarding suspected violations of law or Society for Military History policies and procedures; (ii) to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body; and (iii) to protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of Society for Military History.

Scope. This Policy applies to all Society for Military History employees, including part-time, temporary, volunteer, and contract employees, in addition to Society for Military History directors, officers, trustees, and other volunteers.

Policy. Society for Military History is committed to maintaining a workplace where employees are free to raise good faith concerns regarding Society for Military History's business practices. Employees are encouraged to (i) report suspected violations of the law on the part of Society for Military History; (ii) identify potential violations of Society for Military History policies and procedures; and (iii) provide truthful information in connection with any official inquiry or investigation. Although a complainant is not expected to prove the truth of an allegation, he or she should be able to demonstrate that he or she has made a report in good faith. Allegations made in bad faith may result in disciplinary action.

The Society for Military History will make every effort to treat a complainant's identity with an appropriate regard for confidentiality, with the understanding that the details of complaints may need to be shared with others in order to investigate such complaints properly. The Society for Military History encourages complainants to put their names to allegations of wrongdoing, since a thorough investigation often depends on an ability to gather additional information. The Society for Military History will investigate anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

The Society for Military History expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of the Society for Military History policies and procedures. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Procedures. The Society for Military History intends this Policy to be used for serious and sensitive issues. Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The Executive Director will manage such investigation, and may request the assistance of legal counsel or other outside parties as the Executive Director deems necessary. The Executive Director will prepare a report of the findings of the investigation, and submit such report to the Board of Trustees.

In the event that a report concerns the Executive Director, the Executive Director shall be recused from the proceedings, and the Board of Trustees shall select an appropriate officer of The Society for Military History to continue the investigation. In the event that an individual's concern rises to the level that he or she reasonably believes that notice to the Executive Director will be disregarded or otherwise not fairly considered, the individual may then report violations or suspected violations to the President of the Society for Military History.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the Executive Director.

The Society for Military History reserves the right to modify or amend this Policy at any time.