

## **CALIFORNIA ASSOCIATE STAFF**

### **WHISTLEBLOWER POLICY**

Each California Associate Staff officer, Executive Committee member and consultant is obligated to comply with legal requirements in carrying out their responsibilities. The purpose of this policy is to reaffirm those methods for addressing conduct which may be perceived as misconduct. In that regard, this policy must be considered in conjunction with the California Associate Staff Conflict of Interest Policy, as stated in CAS Standing Rule 5.

The California Associate Staff has no paid employees or officers. Its operations and conduct are subject to review by the Department of Labor and procedures under its Constitution and Bylaws. Further, it files reports with the U.S. Department of Labor and through IRS-Form 990 it is subject to audits from both agencies.

Any whistleblower concern should be put in writing and brought to the California Associate Staff President or Vice President. If requested, the concern will be kept anonymous. If the California Associate Staff officer has reasonable cause to believe there is misconduct, the California Associate Staff President or alternative officer will take appropriate action.

Any whistleblower investigation shall be handled as the whistleblower officer sees fit. A complainant shall not be subject to any form of retaliation because of a complaint, participation in any investigation or good-faith implementation of this policy.

Nothing in this whistleblower policy deprives any complainant, California Associate Staff officer, Executive Committee or consultant of any rights under California Associate Staff governing documents or statutes. Information and documents in implementing this policy shall be treated as confidential as possible.

This whistleblower policy shall be effective on the date of adoption by the California Associate Staff Executive Committee and may be amended as appropriate.