

California Surf Museum

Whistleblower Policy

1. Introduction: The California Surf Museum (CSM) is committed to upholding the highest standards of integrity, transparency, and ethical conduct in all aspects of its operations. As part of this commitment, the organization encourages its employees, volunteers, and stakeholders to report any suspected misconduct, unethical behavior, or violation of laws or regulations. This CSM Whistleblower Policy is designed to provide clear guidelines and protections for individuals who raise concerns about such matters.

2. Purpose: The purpose of this Whistleblower Policy is to establish procedures for reporting, investigating, and resolving allegations of misconduct or violations of organizational policies and procedures. It aims to create a safe and confidential environment where individuals feel empowered to report concerns without fear of retaliation.

3. Scope: This policy applies to all employees, volunteers, contractors, board members, and stakeholders of CSM.

4. Reporting Procedure:

- a. Any individual who becomes aware of suspected misconduct or violations of policies and procedures should report their concerns promptly to their immediate supervisor, a member of management, or the designated Whistleblower Officer.
- b. Reports can be made verbally or in writing and should include as much detail as possible, including the nature of the alleged misconduct, individuals involved, and any supporting evidence.
- c. If an individual feels uncomfortable reporting their concerns through internal channels, they may report directly to the Whistleblower Officer or use the organization's anonymous reporting mechanism, if available.

5. Investigation Process:

- a. Upon receiving a report, the Whistleblower Officer or designated committee will promptly initiate an investigation into the allegations.
- b. The investigation will be conducted impartially and confidentially, with due consideration given to the rights of all parties involved.

c. All reasonable efforts will be made to protect the confidentiality of the whistleblower and any individuals involved in the investigation.

6. Protection Against Retaliation:

a. CSM prohibits retaliation against any individual who reports suspected misconduct in good faith.

b. Any acts of retaliation or harassment against whistleblowers will be subject to disciplinary action, up to and including termination of employment or volunteer status.

7. Non-Retaliation Statement: CSM encourages open communication and values the contributions of all individuals who come forward with concerns. CSM is committed to ensuring that whistleblowers are protected from retaliation and that their confidentiality is respected throughout the process.

8. Review and Revision: This CSM Whistleblower Policy shall be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

9. Acknowledgment: All employees, volunteers, board members, and stakeholders are required to familiarize themselves with this Whistleblower Policy and acknowledge their understanding and commitment to comply with its provisions.

10. Contact Information: For inquiries or to report suspected misconduct, please contact: Jim Kempton, Executive Director jimkempton1@gmail.com (949) 510-2861
Jeff Duclos, President, jaduclos@aol.com (310) 293-8803

11. Whistleblower Review Committee: In order to insure a fair and balanced review, a CSM Whistleblower committee shall be established to investigate complaints or alleged misconduct, unethical behavior, or violation of laws or regulations.

Committee Members: Tom Gibbons, Louise Balma, Jeff Duclos, Dan Quisenberry

Date of Adoption: February 27, 2024

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