**MEDA Whistleblower Policy**

**September 13, 2022**

**Introduction**

Montana Economic Developers Association (MEDA) requires Board of Directors, Officers of the Board, and employees (contracted or direct hired) to observe high standards of business and personal ethics. As a representative of MEDA we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Whistleblower Policy**

Encourages staff, board members, board officers, and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization,

specifies that the Organization will protect the person from retaliation; and

 identifies where such information can be reported.

**Encouragement of reporting**

MEDA encourages complaints, reports or inquiries about illegal practices or serious violations of the organization’s policies, including illegal or improper conduct by the organization itself, by its leadership, or by others on its behalf.

Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Protection from retaliation**

MEDA prohibits retaliation by or on behalf of the organization against 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 protection extends to those whose allegations are made in good faith but prove to be mistaken.

**Where to report.**

Complaints, reports, or inquiries may be made under this policy on a confidential basis to the President of the Board or to the Vice President if the complaint involves the President.

Any complaint, report, or inquiries should describe in detail the specific facts demonstrating the basis for the complaints, reports, or inquiries. The President, or Vice President, will conduct a prompt, discreet, and objective review or investigation. It must recognize that MEDA may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

The President, or Vice President, 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.

 *Revised September 13, 2022*

*Adopted On*