

# Stage Right!

## Whistleblower & Anti-Retaliation Policy



This Whistleblower and Anti-Retaliation Policy of Stage Right School for Performing Arts and Professional Theatre Company (“Stage Right”): (1) encourages staff and volunteers to come forward with credible information on Prohibited Practices or Violations of Law; (2) specifies that the Stage Right will protect the person from retaliation; and (3) identifies where such information can be reported.

**1. Encouragement of reporting.** Stage Right encourages complaints, reports or inquiries about Prohibited Practices or Violations of Law, including illegal or improper conduct by Stage Right itself, by its leadership, or by others on its behalf. For purposes of this policy, “Violations of Law” means a violation of any state, federal or local law that Stage Right has the authority to correct and the reporting staff member or volunteer reasonably believes to be: (i) a criminal offense that is likely to cause an imminent risk of physical harm to persons, (ii) a hazard to public health or safety, or (iii) a felony. For purposes of this policy, “Prohibited Practices” means conduct that a reporting staff member or volunteer reasonably believes to be a serious violation of the policies and practices established by Stage Right and that would financially or detrimentally impact Stage Right, such as incorrect financial reporting, financial improprieties, accounting or audit matters, or detrimentally impact the reputation of Stage Right, such as ethical violations, fraudulent conduct, or other similar improper practices or policies.

Other subjects on which Stage Right has existing complaint mechanisms should be addressed through those mechanisms, such as raising matters of alleged discrimination or harassment via Stage Right’s human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

**2. Protection from retaliation.** Stage Right prohibits retaliation by or on behalf of Stage Right 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 includes retaliation in the form of an adverse employment action such as termination, decrease in compensation, or the threat of physical harm. Every effort will be made to protect the confidentiality of the staff member or volunteer making the report. However, a reporting individual’s identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

This protection extends to those whose allegations are made in good faith but prove to be mistaken. Stage Right reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Any staff member or volunteer who makes a report under this policy who believes he or she is being retaliated against must immediately contact Stage Right’s Administration or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any member of the Board of Directors not so implicated.

**3. Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to Stage Right’s Administration or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to any member of the Board of Directors not so implicated. Stage Right will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that Stage Right may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

**4. Handling of Reported Violations.** The Administration 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. A select committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing, or any other complaint brought forth pursuant to this policy. The Administration shall immediately notify the select committee of any such complaint and work with the committee until the matter is resolved.

**ACKNOWLEDGMENT OF RECEIPT  
OF WHISTLEBLOWER  
& ANTI-RETALIATION POLICY**

I, (print name) \_\_\_\_\_, acknowledge that I have received and read the Stage Right School for the Performing Arts and Professional Theatre Company Whistleblower & Anti-Retaliation Policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences if I fail to do so.

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Signature

Date

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Parent/Guardian’s Signature (if under 18)    Date