

# **RICHARD H. STEWART, JR AMERICAN LEGION POST 543 WHISTLEBLOWER POLICY 012**

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The Richard H. Stewart Jr. American Legion Post 543 Whistleblower Policy 011. The purpose of the policy is to outline process and procedures relative to a Whistleblower allegation; and the investigation and consequences of behavior and or actions. This policy also addresses individuals who report unethical and illegal activity/behavior under the whistleblower stature and the protections provided by the whistleblower and consequences if those allegations are proven.

## **WHISTLEBLOWER**

Standards of Conduct provide honorable service to the Post, membership and the community at large. Individuals acting in the name of the American Legion Post 543 should aspire to rise above minimum standards, bearing in mind that the respect and confidence of the Post 543 members, whom they serve, require the highest possible degree of conduct.

## **DEFINED**

A whistleblower is one who reveals something covert or who informs against another or an employee or Post member who brings wrongdoing by any member to the attention of the Post Executive Committee or law enforcement agency

## **REPORTING RESPONSIBILITY**

This Policy is intended to encourage and enable members and others to raise serious concerns internally so that Post can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, members and volunteers to report concerns about violations of Post 543's code of ethics or suspected violations of law or regulations that govern {Post 543's operations.

## **REPORTING PROCEDURE**

Post 543 has an open-door policy and suggests that members share their questions, concerns, suggestions or complaints with a member of the Post 543 Leadership team. If you are not comfortable speaking with or are not satisfied with the response, you are encouraged to speak directly with Post 543 Commander or 1<sup>st</sup> Vice Commander. Members are required to report complaints or concerns about suspected ethical and legal violations in writing to the Post Commander or the Judge Advocate, or any member of the Executive Committee. The Judge Advocate is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Judge Advocate will form a committee, investigate, provide a resolution option(s), and advise the Post Commander and/or the Executive Committee of all complaints and their resolution. They will also report at least annually to the Finance Officer. A copy of the report shall also be provided to the Audit Committee, if applicable.

## **ACTING IN GOOD FAITH**

Anyone filing a written 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

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POST 543  
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maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**CONFIDENTIALITY**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Handling of Reported Violations

The Post 543 Judge Advocate General will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. Judge Advocate General.

**RETALIATION**

In order to maintain the highest standards of integrity and accountability within Post 543, all individuals are encouraged to participate actively in upholding these policies. The Post leadership is committed to providing guidance and support throughout the reporting and investigation process, ensuring fairness and transparency at every stage. It is contrary to the values of Post 543 for anyone to retaliate against any board member, officer, member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Post 543. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership. Retaliation against any member or volunteer who reports or participates in an investigation of a possible violation of our Code, policies, or the law is expressly prohibited. If you believe you are being retaliated against, please contact the Post 543 Judge Advocate or the Post 543 Commander.

**APPROVAL AND REVIEW DETAILS**

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority	Post Membership
Original Approval Date	2-25-26
Policy Administrator	Post Adjutant
Amendment Cycle	Annual
Amendment Date	
Amendment Date	
Amendment Date	