

Whistleblower Protection Policy

The SC4 Amateur Radio Club, a California non-profit corporation (hereafter: "SC4ARC" or "the corporation") requires directors, officers, members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members, employees and representatives of SC4ARC, we must practice honesty and integrity in fulfilling our responsibilities to SC4RC and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable members and employees and others to raise serious concerns internally so that SC4ARC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of SC4ARC's code of ethics or suspected violations of law or regulations that govern SC4ARC's operations.

Moreover, the safety of all participants in the activities of SC4ARC is of paramount concern to the corporation and it is expected that members, employees and representatives of SC4ARC will be alert to unsafe conduct in connection with the activities of the corporation.

No Retaliation

It is contrary to the values of SC4ARC for anyone to retaliate against any board member, officer, member, employee 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 SC4ARC, or any unsafe conduct connected with the activities of the corporation. 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 or employment.

Reporting Procedure

SC4ARC has an open door policy and suggests that members, volunteers and employees share their questions, concerns, suggestions or complaints with any officer or director of the corporation with whom they feel comfortable discussing their concern. Officers and directors are required to report complaints or concerns about suspected ethical, legal and safety violations in writing to an executive officer of the corporation, who shall bring the matter to the attention an Executive Officer of the board of directors, who will place the matter before the board. The board has the responsibility to investigate and resolve all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to an Executive Officer of the corporation.

Accounting and Auditing Matters

Any complaint or concern regarding corporate accounting practices, internal controls or auditing shall be reported immediately to an Executive Officer who is not a subject of the concern or complaint, who shall bring the matter to the attention of the board as set forth above.

Acting in Good Faith

Of course, any allegations which are made maliciously or are known to be false by the reporting person, will be viewed as a serious disciplinary offense. 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. This does not mean, however, that complaints or concerns should not be reported simply because the reporting person is not certain of their allegation as long as they tell the truth as they know it and communicate their lack of certainty. This corporation wants to encourage open communication of any and all honest concerns and complaints.

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 officer or director who receives a complaint will notify the reporting person that their report of a violation or suspected violation has been received. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Contact Information:

Mail: SC4ARC, PO Box 237, La Honda, CA 94020-0237

Club Website: <http://www.sc4arc.org/>

Executive Officers' Email:

president@sc4arc.org vicepresident@sc4arc.org secretary@sc4arc.org treasurer@sc4arc.org

Policy approved by the Board of Directors of the SC4Amateur Radio Club on

____/dated January 18, 2014/_____.

____/S/_____
Mary Panton, President
SC4 Amateur Radio Club

____/S/_____
Sherry Niswander, Secretary
SC4 Amateur Radio Club

NOTE: This document was adopted, dated and signed by the SC4ARC Board of Directors on January 18, 2014. The original executed document is in the care of the club secretary and is available for viewing upon reasonable notice to the secretary.

Mary Panton, President SC4ARC