

Whistleblower Policy for Employees and Volunteers of the Florida School Music Association

Introduction and Purpose. The whistleblower protection policy for FSMA complies with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just those that operate for profit. In keeping with this policy of maintaining the highest standards of conduct and ethics, Florida School Music Association (FSMA) will investigate complaints of suspected wrongdoing occurring within its programs and services; fraudulent or dishonest use or misuse of its resources or property; violations of association policy; and violations of local, state, and federal law (each, "Suspected Wrongdoing"). Employees, board members, and volunteers are encouraged to report all suspected wrongdoing pursuant to the procedures set forth below.

Good Faith. A person reporting concerns under this policy must act in good faith and have reasonable grounds for believing that the information reported indicates that Suspected Wrongdoing has occurred. A person who makes an allegation maliciously or with good reason to believe that the allegation was false will be subject to disciplinary action.

Reporting. A person's concerns about Suspected Wrongdoing, we use the defined term "Suspected Wrongdoing" from the introduction above, but an FSMA could choose to describe or provide specific examples of wrongdoing here as well, should be reported to the president or executive director. The executive committee may interview employees, vendors, or others mentioned in the allegation.

Reports of Suspected Wrongdoing should contain the names of the individuals involved, dates, and a description of the actions believed to be Suspected Wrongdoing. At no time should an individual who has reported or is considering reporting Suspected Wrongdoing undertake an independent investigation into the matter to obtain additional information.

Confidentiality. The FSMA encourages anyone reporting Suspected Wrongdoing to identify himself or herself when making a report to facilitate the investigation of the Suspected Wrongdoing. However, reports may be submitted anonymously by mailing a written statement to the executive committee.

Investigation. Reports of Suspected Wrongdoing will be promptly reviewed and analyzed by the executive committee. Appropriate corrective action will be taken if warranted by the investigation, and findings may be communicated to the reporting person, to the extent reasonably possible and consistent with any privacy and confidentiality limitation.

Following the investigation, the FSMA Executive Committee shall take the following steps:

1. Provide the person filing a report with a summary of findings
2. Take steps to deal with the issue addressed, including making operational and/or personnel changes.

3. If warranted, contact law enforcement to deal with any criminal activities.

No Retaliation. An employee or volunteer is protected from retaliation only if the employee or volunteer brings the alleged unlawful activity, policy, or practice to the attention of the FSMA and provides the FSMA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees and volunteers that comply with this requirement.

The report will be investigated and even if determined not to be unlawful, the FSMA will not retaliate against an employee or volunteer who in good faith, has made a protest or raised a complaint against some practice of the FSMA, or of another individual or entity with whom the FSMA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

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