

ARIZONA ACADEMY OF THE PERFORMING ARTS

Compliance and Ethics Reporting (“Whistleblower”) Policy

Amended June 8, 2018

Arizona Academy of the Performing Arts (AAPA) requires directors, officers, employees, contracted staff, members and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of AAPA, we must practice honesty and integrity in fulfilling our responsibilities and comply with applicable laws, regulations and the policies of the AAPA.

Reporting Responsibility

It is the duty of all directors, officers, employees, contracted staff, members and volunteers to immediately report any credible knowledge of any real or potential violation of any AAPA policy or any applicable law or regulation in accordance with this Compliance and Ethics Reporting Policy.

Reporting Violations

Reports of real or potential violations of any AAPA policy or of any applicable law or rule shall be reported in good faith to the Executive Director, the Chair of the Compliance Committee or any other competent individual, such as a Drum Major, a nurse, a volunteer or caption head. Persons receiving such reports are required to promptly forward the report, to the Executive Director, President of the Board, the Chair of the Compliance Committee, or any member of the Board of Directors, as appropriate.

If a person is not satisfied or uncomfortable reporting to the individuals listed above they can report to the President of the Board of Directors or any Board of Directors member or make a report using the “Incident Reporting” link on the AAPA website at www.arizonaacademy.org or to the Ethics and Compliance Reporting link on the DCI web site www.dci.org/static/ethics-and-compliance-reporting. Reports made via either the AAPA or DCI websites can be made anonymously if so desired.

Investigation

Upon receiving any reports of actual or suspected violations as described above, appropriate action shall be taken to protect the health, welfare and rights of the reporting parties, witnesses, and any other individuals involved. The nature of the complaint, the identity of the

reporting party, and any other individuals involved shall be kept confidential to the maximum degree possible, though information may be disclosed to additional parties (e.g the Executive Director, Chair of the Compliance Committee, members of the Board of Directors, law enforcement, etc.) necessary to facilitate a proper investigation. That said, the identity of the reporter will be kept confidential from the accused to the extent possible.

AAPA will take any and all measures deemed appropriate to investigate any reported violation of law or policies of AAPA, including interviews with the individuals involved and witnesses to any conduct, and review of written and electronic communications. Should a complaint be substantiated, disciplinary action in the sole and absolute discretion of the Executive Director or the Board of Directors shall be taken, up to and including termination of the individual's relationship with AAPA, as well as any mandatory reporting of the incident(s) to appropriate civil or law enforcement officials, as may be required by applicable laws.

No Retaliation

It is contrary to the values of AAPA for anyone to retaliate against anyone who in good faith reports a violation of any AAPA policy or any applicable law or rule. Anyone who retaliates against someone who has reported a violation in good faith or someone involved in the investigation is subject to discipline, including, but not limited to, immediate suspension or termination of contracts, termination of employment, restriction of activity within AAPA, financial penalties or removal from the board. Any person dismissed for retaliation hereby waives his or her right to sue for any civil liability based on the dismissal. No refund of tuition paid to the point of dismissal shall be made.

A decision whether any person associated with AAPA have violated these policies will be determined in the sole discretion of the Executive Director or the Board of Directors.

False Reporting

False reporting will not be tolerated. Should it be determined after appropriate investigation that an allegation was brought based upon revenge, anger, dislike or any other improper motive, the individual or individuals making the false report are subject to immediate disciplinary action as set forth above, in the absolute and sole discretion of the Executive Director or the Board of Directors.

Costs and Indemnity of Civil Actions

Staff and Participants agree to indemnify and hold harmless AAPA, its officers, board members, employees, other staff, other members, and volunteers of and from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, as well as any other costs associated with defending such an action arising out of or relating to the breach or violation of this or the AAPA Policy on Protection from Harassment and Discrimination by any person.