

Whistleblower Policy

Purpose

Camp Chautauqua Inc is committed to lawful and ethical behavior in all of its activities and requires directors, officers, employees, and volunteers to conduct themselves in a manner that complies with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, employees, and volunteers to report concerns about violations of Camp Chautauqua Inc's policies or suspected violations of law or regulations that govern its operations.

No Retaliation

No director, officer, employee, or volunteer who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequences. Anyone who retaliates against someone who has reported a violation in good faith will be subject to discipline, up to and including removal from their role.

Reporting Process

- Concerns should be reported to the Executive Director, Board Chair, or an appointed Compliance Officer.
- Reports may be submitted confidentially or anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted.

Acting in Good Faith

Anyone filing a complaint concerning a violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Document Retention and Destruction Policy

Purpose

The purpose of this policy is to ensure that Camp Chautauqua Inc retains necessary records for operational, legal, and compliance purposes, and disposes of records that are no longer required.

General Guidelines

- Records should not be kept longer than necessary.
- Records relevant to litigation, investigations, or audits must be preserved until the matter is closed.
- Documents may be destroyed after the required retention period, following secure methods (e.g., shredding, permanent deletion).

Record Retention Schedule (examples):

- Corporate Records (Articles of Incorporation, Bylaws, Board Minutes, IRS Determination

Letter): Permanent

- Financial Records (audited financial statements, tax returns, general ledgers): 7 years
- Bank Records (deposit slips, canceled checks, bank statements): 3 years
- Employment Records: 7 years after termination
- Donor Records & Acknowledgments: 7 years

Oversight

The Executive Director and Board Treasurer are responsible for administering this policy and ensuring compliance.