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**SIGMA TAU DELTA**  
Whistleblower Policy

**[Adopted by the Board of Directors Sept. 12, 2008, Minneapolis, MN]**

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**POLICY:** This Whistleblower Policy of Sigma Tau Delta: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of Sigma Tau Delta; (2) specifies that Sigma Tau Delta will protect the person(s) from retaliation; and (3) identifies where such information can be reported.

**PROCEDURES:**

- 1. Encouragement of reporting.** Sigma Tau Delta encourages complaints, reports or inquiries about illegal practices or serious violations of Sigma Tau Delta's policies, including illegal or improper conduct by Sigma Tau Delta itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which Sigma Tau Delta has existing complaining mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via Sigma Tau Delta's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- 2. Protection from retaliation.** Sigma Tau Delta prohibits retaliation by or on behalf of Sigma Tau Delta against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Sigma Tau Delta reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
- 3. Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to Sigma Tau Delta's Executive Director or to the President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, the documents should be directed to the Society's Vice President/President Elect. Sigma Tau Delta will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that Sigma Tau Delta may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.