

## Michigan Theater Foundation Whistleblower Policy

The Michigan Theater Foundation (MTF) Board of Directors, employees, and volunteers are expected to know and comply with all MTF policies and to follow the law. If you ever detect what you think is a violation of law or MTF policy, we expect you to report it promptly to your direct supervisor, the Executive Director or the Chair of the Board. If it relates to financial matters, the issue may be reported to the Board Treasurer or the Finance Committee as well.

You need not fear reprisals because MTF policy prohibits any form of retaliation against anyone who reports a credible suspected violation of law or MTF policies.

Any person may send a communication to the Chair, Vice Chair or Treasurer of the Board regarding a concern about MTF's accounting or auditing matters or possible violation of law or MTF policy. Such communications may be designated confidential, but anonymous communications will not be considered. All such communications will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. The status of all outstanding communications addressed to the Chair, Vice Chair or Treasurer of the Board will be reported to the Board and/or the Finance Committee, as appropriate, on a periodic basis. MTF policy expressly prohibits any Board member, employee or volunteer from retaliating or taking any adverse action against anyone who, in good faith, raises or helps to resolve credible concerns about possible violations of the law or MTF policy.

Approved by Board of Directors: 6/12/24