



Lyrical Opera Theater (LOT) Whistleblower Policy

Purpose

Lyrical Opera Theater (LOT) is committed to maintaining the highest standards of legal and ethical conduct. The purpose of this Whistleblower Policy is to provide a clear process for employees, board members, volunteers, and other stakeholders to report any suspected unethical, fraudulent, or illegal activities within the organization without fear of retaliation.

Scope

This policy applies to all employees, board members, contractors, volunteers, and other stakeholders associated with LOT. It covers concerns related to misconduct, including but not limited to:

- Fraud or financial misconduct
- Illegal activities
- Violations of laws, regulations, or LOT policies
- Gross mismanagement or waste of organizational resources
- Dangerous or unsafe practices
- Conflicts of interest

Reporting a Concern

Anyone who has a reasonable belief that misconduct has occurred or is about to occur may report the concern. Reports should include as much detail as possible to allow for a thorough investigation.

- **Reporting Channels:** Concerns can be reported in the following ways:
 - **Direct Reporting:** Concerns should be reported directly to the HR officer.

Written reports can be made thru U.S. mail or emailed to:

Deborah Siddoway

9413 S. 2100 W.

South Jordan, UT 84095

OperaDeb@gmail.com

Confidentiality

LOT will treat all reports of misconduct in a confidential and sensitive manner. The identity of the whistleblower will be kept confidential, to the extent possible, consistent with the need to conduct a thorough investigation.

No Retaliation

LOT strictly prohibits any form of retaliation against individuals who report concerns in good faith. Retaliation includes adverse employment actions such as termination, demotion, suspension, or harassment. Any individual who believes they have experienced retaliation should report it immediately.

- **Disciplinary Action:** Anyone found engaging in retaliation will be subject to disciplinary action, up to and including termination of employment, contract or eligible volunteer status.

Investigation Procedure

- Upon receiving a report, the HR officer will initiate a prompt, unbiased, and fair investigation.
- The investigation process may include interviews, review of documents, and consultation with legal or financial experts.
- A written report will be prepared at the conclusion of the investigation, summarizing findings and recommendations.
- If the report is substantiated, appropriate corrective action will be taken and impacted parties notified.

False Reports

While LOT encourages the reporting of legitimate concerns, malicious or knowingly false reports will not be tolerated. Individuals who submit reports that are proven to be intentionally dishonest or made with reckless disregard for the truth may be subject to disciplinary action.

Policy Review and Updates

This Whistleblower Policy will be reviewed annually by the Board of Directors to ensure it remains up to date and compliant with legal requirements. Any amendments must be approved by the Board.

Approval

This policy was approved by the Lyrical Opera Theater Board of Directors on [Date].

By adhering to this Whistleblower Policy, LOT seeks to foster a culture of accountability, transparency, and ethical conduct, ensuring the ongoing integrity and success of the organization.