

# Whistleblower Policy

## **Purpose**

The Chesapeake and Potomac Association of Collegiate Registrars and Admission Officers, CAPACRAO, is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and CAPACRAO's commitment to open communication, this policy aims to provide an avenue for members to raise concerns and reassurance that they will be protected from reprisals or victimization. This policy is intended to protect members who raise any concerns about CAPACRAO, including such things as incorrect financial reporting, unlawful activity and any other activities of a serious nature and then investigate their concerns.

## **Process for Raising a Concern**

The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting and unethical or illegal conduct, may be reported directly to any member of the CAPACRAO Executive Board. The earlier a concern is expressed, the easier it is to take action. Although a member is not expected to prove the truth of an allegation, they should be able to demonstrate to the person contacted that the report is being made in good faith.

## **How the Report of Concern Will Be Handled**

The action taken by the Board in response to a report of concern under this policy will depend on the nature of the concern. All discussions will be kept completely confidential, including the name of the person bringing the charges forward. The Board will then determine if further investigation is warranted, including hearing from any appropriate parties. After concluding its investigation, the Board will determine any appropriate action to be taken. Retaliation against anyone bringing forward a concern will not be tolerated and the Board reserves the right to take any action it deems appropriate.

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