

Theatre Workshop of Nantucket

Whistleblower Policy

General

The Theatre Workshop of Nantucket (TWN) requires its directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of TWN, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with this policy and to report violations or suspected violations.

No Retaliation

No director, officer or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within TWN prior to seeking outside resolution.

Reporting Violations

TWN has an open door policy and expects that employees will bring questions, concerns, suggestions or complaints to the individual who can best address them. In most cases, this individual will be an employee's supervisor. However, if an employee is not comfortable speaking with the supervisor or is not satisfied with the supervisor's response, the employee is expected to speak to the Managing Director or the Artistic Director. In the case of suspected fraud, or when the employee is not satisfied or uncomfortable following the steps outlined above, the individual should contact the Chairman of the Board or the Chairman of the Audit Committee directly.

Acting in Good Faith

Allegations not brought in good faith will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Reports may be submitted anonymously.

Approved and Adopted by the Board of Directors

September 6, 2011

Modified "Executive Director" to "Managing Director" December '14