

POLICY GOVERNING WHISTLEBLOWER PROTECTION

The Board of Directors of Armenian Heritage Tribute and Genocide Memorial Foundation, Inc. (the “Foundation”) adopts the following Policy in order to strengthen its existing policies and procedures, maintain and exemplify “best practices,” and comply with applicable law and regulations.

1. The Foundation encourages any member of the Board of Directors or volunteer to bring instances of improper conduct, such as waste, fraud, financial impropriety or abuse, to the attention of a responsible person who can be counted upon to investigate the problem promptly and fairly.
2. Any member of the Board of Directors or volunteer of the Foundation who reports waste, fraud, financial impropriety or abuse will not be retaliated against for making the report.
3. There are several ways to make a confidential and anonymous, if so desired, report of suspected waste, fraud, or abuse:
 - a) Send a written report to:
 - The President, James Kalustian, at 215 Wachusett Avenue, Arlington, MA 02474
or
 - The Secretary, Lucy Hoosian, at 22 Richards Road, Watertown, MA 02472
 - b) Send an email to:
 - The President at jkalu@comcast.net, or
 - The Secretary at lucyhoosian@yahoo.com.
 - c) Telephone to:
 - The President, using 617-899-4309; or
 - The Secretary, using 617-924-7494.
 - d) Personal meeting with either of the above.
4. The report shall be taken seriously and investigated. The person or persons charged with alleged impropriety shall be given an opportunity to respond to the allegations in person or in writing. Even if the matter is determined not to constitute improper conduct, the individual making the report will not be retaliated against. That person shall not be subject to any punishment – including reprimand, harassment, or any other kind of discrimination – in retaliation for making the report.
5. Following the investigation, Foundation will:
 - a) Provide the person filing a report with a summary of the findings;
 - b) Take appropriate steps to deal with the issue addressed, including making operational or personnel changes, or justify why corrections are not necessary;
 - c) If warranted, contact law enforcement to deal with any suspected criminal activities.
6. Foundation will maintain confidential records of all actions taken under this Policy.
7. The President is responsibility for oversight of compliance with this Policy.