

## **Delta Mu Delta Honor Society (DMD) Whistleblower Policy**

### **General**

DMD's Conflict of Interest Statement and Code of Conduct (Code) requires board members, 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 DMD, 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 board members, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No board member, officer, or employee who in good faith reports a violation of the Code 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 DMD prior to seeking resolution outside DMD.

### **Reporting Violations**

This Policy suggests that employees and any other individual take advantage of DMD's open door policy and share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the Executive Director (ED) is in the best position to address an area of concern.

However, if you are not comfortable speaking with the ED or you are not satisfied with the response, you are encouraged to speak with the National President or anyone on the Board of Directors whom you are comfortable in approaching. The ED is required to report suspected violations to the National President, who has specific and exclusive responsibility to investigate all reported violations.

For a suspected violation, or when you are not satisfied or comfortable with following DMD's open door policy, individuals should contact the National President directly.

### **Compliance Officer**

The National President is responsible for investigating and resolving all reported complaints and allegations. At his/her discretion, the National President shall advise the ED and/or the Board of Directors.

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### **Accounting and Auditing Matters**

The Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, suspected fraud, or auditing. The Audit Committee chair must notify the National President within two business days of receiving a concern or complaint.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly will be viewed as a serious disciplinary offense.

### **Confidentiality**

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

### **Handling of Reported Violations**

The National President will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### **Contact Information:**

#### **Director**

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#### **Society President**

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#### **Chair, Audit Committee**

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