

# INTERNATIONAL GENEALOGICAL AND HISTORICAL COLLEGE



## WHISTLEBLOWER POLICY

Adopted: \_\_\_\_\_, 2026

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### ARTICLE I

#### PURPOSE

The International Genealogical and Historical College (the “College”) is committed to lawful conduct, ethical standards, and transparency in all of its activities.

This Whistleblower Policy is intended to:

1. Encourage officers, Executive Committee members, Fellows, committee members, volunteers, and contractors to report suspected misconduct.
  2. Provide clear procedures for reporting concerns.
  3. Protect individuals who report concerns in good faith from retaliation; and
  4. Ensure appropriate investigation and corrective action when necessary.
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## **ARTICLE II**

### **SCOPE**

This policy applies to all:

- Executive Committee members
  - Officers
  - Fellows
  - Committee members
  - Volunteers
  - Contractors or consultants acting on behalf of the College
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## **ARTICLE III**

### **REPORTABLE CONDUCT**

Reportable conduct includes, but is not limited to:

1. Fraud or financial impropriety
2. Embezzlement or misuse of funds
3. Violation of federal, state, or local laws
4. Conflicts of interest not properly disclosed
5. Gross mismanagement
6. Abuse of authority
7. Ethical misconduct
8. Retaliation against a person reporting concerns
9. Conduct that jeopardizes the College's tax-exempt status

Reports must be made in good faith. Malicious or knowingly false reports are subject to disciplinary action.

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## **ARTICLE IV**

### **REPORTING PROCEDURE**

A person with a concern should report the matter promptly to one of the following:

- The Governor General
- The Chancellor General

- The Inspector General
- The Chair of the Audit or Finance function (if established)

If the concern involves the Governor General, the report shall be made directly to the Secretary General or the Chancellor General.

Reports may be submitted:

- In writing
- By electronic communication
- In person

Anonymous reports will be accepted, though sufficient information must be provided to permit investigation.

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## **ARTICLE V**

### **INVESTIGATION**

1. All reports shall be reviewed promptly and discreetly.
2. The Executive Committee, or a designated disinterested committee, shall determine whether an investigation is warranted.
3. If the matter involves a member of the Executive Committee, that individual shall not participate in deliberations concerning the matter.
4. Findings and recommended actions shall be documented in writing.

The College shall maintain confidentiality to the extent reasonably possible, consistent with the need to investigate and comply with applicable law.

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## **ARTICLE VI**

### **NO RETALIATION**

No officer, Executive Committee member, Fellow, volunteer, or contractor who in good faith reports suspected misconduct shall suffer harassment, retaliation, or adverse consequences.

Retaliation includes:

- Removal from office
- Denial of participation
- Harassment

- Intimidation
- Loss of privileges

Any person who retaliates against a whistleblower acting in good faith shall be subject to disciplinary action, including removal from office or membership.

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## **ARTICLE VII**

### **FALSE REPORTS**

While the College encourages good-faith reporting, knowingly false allegations or reports made with malicious intent are prohibited and may result in disciplinary action.

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## **ARTICLE VIII**

### **RECORD RETENTION**

All reports and investigations shall be documented and retained in accordance with the College's Document Retention Policy.

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## **ARTICLE IX**

### **POLICY DISTRIBUTION**

This policy shall be:

- Distributed annually to all Executive Committee members and officers.
  - Posted on the College's official website or governance manual.
  - Provided to new officers upon assumption of office.
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## **ACKNOWLEDGEMENT**

I acknowledge that I have received and read the Whistleblower Policy of the International Genealogical and Historical College and agree to comply with its terms.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_