

Teal Diva Whistleblower Policy

1. Purpose

Teal Diva (“the Organization”) is a North Carolina nonprofit organization recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. The Organization is committed to conducting its affairs ethically, lawfully, and with transparency and accountability.

The purpose of this Whistleblower Policy is to encourage directors, officers, employees, volunteers, contractors, and other individuals acting on behalf of the Organization to report, in good faith, suspected illegal, unethical, or improper conduct without fear of retaliation. This policy is intended to support compliance with applicable federal, state, and local laws, including IRS requirements applicable to tax-exempt organizations.

2. Scope

This policy applies to all individuals acting on behalf of Teal Diva, including but not limited to:

- Members of the Board of Directors
- Officers and employees
- Volunteers
- Independent contractors and consultants

3. Reportable Conduct

Reportable concerns include, but are not limited to:

- Fraud, theft, embezzlement, or financial mismanagement
- Misuse or misappropriation of nonprofit funds or assets
- Conflicts of interest, self-dealing, or excess benefit transactions
- Violations of federal, state, or local laws or regulations
- Violations of IRS rules governing tax-exempt organizations
- Gross misconduct, abuse of authority, or unethical behavior
- Retaliation against an individual for reporting a concern in good faith
- Any activity that jeopardizes the Organization’s legal, ethical, or tax-exempt status
- This policy is not intended to address routine workplace grievances or personal disputes unrelated to organizational compliance or governance.

4. Reporting Procedures

Individuals who have a reasonable, good-faith belief that wrongdoing has occurred are encouraged to report the concern promptly.

Reports may be made through any of the following methods:

- **Anonymous Online Reporting Form:**
<https://forms.office.com/r/rnLL130Peh>
- **Email (non-anonymous):**
admin@tealdiva.org
- **Directly to the Board of Directors**, either orally or in writing

Reports may be submitted anonymously where permitted by law. Individuals are encouraged to provide as much detail as possible to assist in a thorough review.

5. Confidentiality

All reports will be handled with sensitivity, discretion, and confidentiality to the extent reasonably possible and permitted by law. Information will be shared only with those individuals who have a legitimate need to know in order to investigate and resolve the matter.

While anonymous reports are accepted, anonymity may limit the Organization's ability to investigate or respond fully.

6. No Retaliation

Teal Diva strictly prohibits retaliation against any individual who, in good faith, reports a concern or participates in an investigation under this policy.

Retaliation includes, but is not limited to:

- Termination or demotion
- Harassment or intimidation
- Discrimination
- Any adverse employment or volunteer action

Any individual who engages in retaliation will be subject to disciplinary action, up to and including termination of employment, removal from the Board, or termination of volunteer or contractual relationships.

7. Investigation and Response

All reported concerns will be reviewed promptly and thoroughly. The Organization will determine the appropriate review process, which may include involvement of the Board of Directors, legal counsel, or external advisors, as appropriate.

If wrongdoing is substantiated, Teal Diva will take corrective action consistent with applicable laws, organizational policies, and best practices for nonprofit governance.

8. False or Malicious Reports

Reports made in good faith are protected under this policy, even if the allegations are not substantiated. However, knowingly false, misleading, or malicious reports may result in disciplinary action.

9. Policy Oversight

The Board of Directors is responsible for oversight of this policy and for ensuring that reported concerns are addressed appropriately, consistently, and in compliance with applicable legal and regulatory requirements.

10. Policy Distribution and Review

This policy shall be distributed to directors, officers, employees, and volunteers and made available upon request. The Board of Directors will review this policy periodically and update it as necessary to ensure continued compliance with applicable laws and best practices.