



Policy Governing Whistleblower Protection

The Board of Directors of Armed Services Arts Partnership (“ASAP”) 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. ASAP encourages any staff member, volunteer, or participant 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 staff member, volunteer, or participant of ASAP who reports waste, fraud, financial impropriety or abuse will not be fired or otherwise retaliated against for making the report.
3. To make a confidential — and anonymous if so desired — report of suspected waste, fraud, or abuse, contact ASAP’s Board Chair or Vice Chair via email, phone, or personal meeting.

Jim O’Farrell
ASAP Board Chair
jofarrell@amsqcorp.net
571-283-1871

Lauren Lobrano
ASAP Board Vice Chair
lclobrano@gmail.com
202-236-9013

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 firing, demotion, suspension, reprimand, harassment, failure to consider the employee for promotion, or any other kind of discrimination – in retaliation for making the report.

5. Following the investigation, ASAP 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. ASAP will maintain confidential records of all actions taken under this Policy.
7. The Board of Directors has responsibility for oversight of compliance with this Policy.

Brian Jenkins
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Policy approved by the Board of Directors on November 4, 2023.