

## **Wyoming Trial Lawyer Association Whistleblower Protection Policy**

The Wyoming Trial Lawyers Association requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of WTLA must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that WTLA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of WTLA's code of ethics or suspected violations of law or regulations that govern WTLA operations.

### **No Retaliation**

It is contrary to the values of WTLA for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of WTLA. 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.

### **Reporting Procedure**

WTLA has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If an employee is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, the employee is encouraged to speak with the Executive Director, or a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director and/or board president, who have the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or WTLA's President.

**Compliance**

WTLA's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Board of Directors on compliance activity relating to accounting or alleged financial improprieties.

If complaints about unethical or illegal conduct are alleged against the Executive Director, the WTLA President and Executive Committee are responsible for ensuring they are investigated and resolved and will advise the Board of Directors.

**Accounting and Auditing Matters**

The President of the Board shall immediately notify the Executive Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Approved by the Wyoming Trial Lawyers Board of Directors, June 19, 2019.