

# **NATIONAL RAILWAY HISTORICAL SOCIETY, INC.**

**(A Maryland Not-for-Profit Corporation)**

## **Volunteer Reporting Policy**

It is the intent of The National Railway Historical Society, Inc. (hereinafter "NRHS") to adhere to all laws and regulations that apply to the organization, and to avoid conduct detrimental to its best interests. The underlying purpose of this policy is to support the organization's goal of legal compliance. This policy covers all Officers, current members of the Board of Directors, current members of the National Staff duly appointed by the President, or current employees, should there be any such persons, of NRHS, all collectively hereinafter referred to as "covered persons". The cooperation and understanding of all people who are in a position of governing the NRHS, or having part in the direction of its activities, and decision making about those activities are important to the future of the NRHS, and ensuring it is properly governed and directed.

Enabling those people to bring anonymous or other complaints to the attention of a person outside of the management structure for resolution, without the threat of retaliation is therefore needed to allow NRHS to ensure all needed compliance is taking place. The support of all covered persons is necessary to achieve compliance with various laws and regulations, and to avoid fraudulent or unlawful conduct.

Covered persons, as defined above, shall be mandatory reporters of activities of NRHS which they reasonably believe are violations of the criminal law of any State of the Union, or Federal Law. This mandatory reporting may be satisfied by a report to the Inspector General, as outlined below. Failure to comply with this duty to submit a mandatory report shall subject the covered person who so fails to do so to appropriate discipline pursuant to the NRHS Bylaws. Such a report may be made anonymously.

Covered persons, as defined above, shall be non-mandatory reporters if they reasonably believe that some policy, practice, or activity of NRHS, is in violation of applicable non-criminal laws, or that there has been dishonesty, or fraud in the implementation or conception of any policy, practice or activity, or a covered person has witnessed fraudulent or dishonest conduct by another person subject to this policy. A report should be forwarded by the covered person to the Inspector General. Such a report may be made anonymously.

The Inspector General shall be appointed annually by the National President, with the advise and consent of the Board of Directors, for not to exceed five (5) consecutive years. The Inspector General shall monitor all reports, and investigate such reports, pursuant to the NRHS Bylaws. Reports may be submitted pursuant to procedures which shall be administered by, and distributed to all covered persons by the Inspector General.

The NRHS and any of its officers and/or staff will not retaliate against any person, who in good faith, reports alleged unlawful, fraudulent, or dishonest activity, policy, or practices to the attention of NRHS that the covered person believes are within the scope of this policy. Such person shall provide the Inspector General with all information, and documentary evidence available to that person. The Inspector General shall be given a reasonable opportunity to investigate and correct the alleged unlawful, fraudulent, or dishonest activity. Should

a covered person possess information which would not make him a mandatory reporter, and who chooses not to make a report of this information, he forfeits the protections under this policy.

NRHS will not retaliate against a covered person who, in good faith, has made a protest or raised a complaint against some practice of NRHS or of another individual or entity with whom NRHS had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

NRHS will not retaliate against a covered person who discloses or threatens to disclose to an officer of NRHS or a public body any activity, policy, or practice of NRHS that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

NRHS will hold confidential all information submitted to the inspector general, including the identity of any person who becomes a complaining witness. However, the identity of a complaining witness may need to be disclosed to conduct a thorough investigation, as mandated by the NRHS bylaws, or to comply with applicable law, or to afford persons accused of criminal activity of their legal right of confrontation in any proceedings which may result from their complaint.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy, and my inquiries have been answered to my satisfaction. I further attest that I am over the age of eighteen years, and understand the obligations of an oath.

\_\_\_\_\_ L.S. Signature Date