



Los Angeles Youth Orchestra
the future of culture

WHISTLEBLOWER POLICY

Approved: May 8, 2024

Introduction

The [Code of Ethics](#) adopted by the Los Angeles Youth Orchestra (LAYO) requires all staff, board members, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of LAYO, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Set forth below is LAYO's policy with respect to reporting good-faith concerns about the legality or propriety of LAYO actions or plans.

Reporting of Concerns or Complaints

It is the responsibility of all staff, board members, and volunteers to comply with LAYO's [Code of Ethics](#) and applicable law, and to report violations or suspected violations in accordance with this Whistleblower Policy. If a staff member, board member, or volunteer is not certain whether a violation has occurred, they may seek counseling on the matter with the Executive Director or the President of the Board.

Confidentiality

LAYO will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a complete and fair investigation, or 2) for review of LAYO operations by LAYO's board, its auditors, or legal counsel.

Retaliation

LAYO will not permit any negative or adverse actions to be taken against any employee or individual for making a good-faith report of a possible violation of its [Code of Ethics](#) or applicable law, even if the report is mistaken, or against any employee or individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within LAYO prior to seeking resolution outside the organization.

How to Report Concerns or Complaints

Employees and others may communicate suspected violations of its [Code of Ethics](#), applicable law, or wrongdoing or alleged retaliation by contacting LAYO's Executive Director. In the event the suspected violation involves the Executive Director, contact the board chair.

For a proper investigation to be conducted, please provide LAYO with as much information as you can, including where and when the incident occurred, names and titles of individuals involved, and as much other detail as you can provide.

Partial List of Potential Concerns

The following is a partial list of the kinds of improprieties that should be reported, including, but not limited to:

- Supplying false or misleading information on LAYO's financial or other public documents, including its Form 990
- Providing false information to or withholding material information from LAYO's board or auditors
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of federal or state law or regulations
- Altering, destroying, or concealing a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding or otherwise obstructing, influencing, or impeding any official proceeding, in violation of federal or state law or regulations
- Embezzling, or other financial crimes in violation of federal or state law or regulations
- Paying for services or goods that are not rendered or delivered.
- Using remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive, including sexual flirtations; unwelcome physical or verbal advances; sexual propositions; verbal abuse of a sexual nature; the display of sexually suggestive objects, cartoons, or pictures; and physical contact of a sexual or particularly personal nature
- Using epithets, slurs, negative stereotyping, and threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age, physical or mental impairment, or veteran status
- Discriminating against an employee, potential employee, or independent contractor due to a person's race, color, religion, gender, sexual orientation, national origin, age, physical or mental impairment, or veteran status
- Violating LAYO's [Code of Ethics](#) or [Conflict of Interest](#) Policies
- Facilitating or concealing any of the above or similar actions