

APPROVED
28 May 2018

American Society for Eighteenth-Century Studies
Whistleblower Protection Policy

Preamble:

The American Society for Eighteenth-Century Studies (ASECS) requires directors, officers and employees to observe the highest standards of business and personal ethics in the conduct of their duties. Employees and representatives of ASECS must conduct themselves with honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations.

I. Reporting Responsibility

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

II. No Retaliation

It is contrary to the values of ASECS for anyone to retaliate against any Board member, officer, employee, or Society member who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of ASECS. A Board member, officer, employee, or Society member who retaliates against someone who has reported a violation in good faith is subject to dismissal from any appointed position and may be prohibited from attending the Society's annual meeting or other events and programs.

III. Reporting Procedure

ASECS has an open door policy and suggests that Society members and employees share their questions, concerns, suggestions or complaints with the President. If you are not comfortable speaking with the President or you are not satisfied with the President's response, you are encouraged to speak with the Board member-at-large who serves on the Steering Committee. Alternatively, you may contact the Society's auditor if you prefer to report to a designated individual outside the Society.

The President, designated Board member, or auditor contacted by any Society member or employee is required to report to the Board, immediately and in writing, all complaints or concerns about suspected ethical and legal violations. The President or designated Board

member is responsible for ensuring that all such complaints are investigated and resolved. The President or designated Board member will advise the Board of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

IV. Accounting and Auditing Matters

The President and designated Board member shall immediately notify the Board in writing of any concerns or complaint regarding corporate accounting practices, internal controls or auditing, and will work with the Board until the matter is resolved.

V. Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. ASECS retains the right to prohibit a member from the holding of office and/or attendance at the annual meeting or other events and programs, if the member makes an unsubstantiated allegation that proves to have been made maliciously or with foreknowledge that the allegation is false.

VI. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Handling of Reported Violations

The Society's President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted.