

Daytona Beach Area Association of REALTORS®

Whistleblower Policy

The Daytona Beach Area Association of REALTORS® (DBAAR) prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, the DBAAR has decided to voluntarily adopt a “Whistleblower” Policy. Pursuant to this policy, any employee, officer, or director who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Association Executive to allow the organization to investigate and, if applicable, correct the situation or condition.

“Financial wrongdoing” may include, but is not limited to: Questionable accounting practices; Fraud or deliberate error in financial statements or recordkeeping; Deficiencies of internal accounting controls; or Misrepresentations to association officers, including deviation from full reporting of financial conditions.

Reporting Responsibility

It is the responsibility of all employees, directors, and officers to comply with this Policy and to report violations or suspected violations in accordance with this Policy.

Reporting Procedure

If any employee, director, or officer reasonably believes that some policy, practice, or activity of the DBAAR is in violation of law, a written complaint must be filed with the Association Executive. If the Association Executive is involved or is believed to be involved in the matter being reported, the complaint may be filed with the Association President or DBAAR’s legal counsel.

It is the intent of the DBAAR to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all employees, directors, and officers is necessary to achieving compliance with various laws and regulations. Employees, directors, and officers are protected from retaliation only if the alleged unlawful activity, policy, or practice is brought to the attention of the DBAAR and DBAAR has been provided with a reasonable opportunity to investigate and correct the alleged unlawful activity.

In addition to complying with the law, it is the policy of the DBAAR to promote ethical practices and ethical treatment of its members and employees. Whether known or suspected, instances of misuse of DBAAR resources or other improper activities should be reported and appropriately investigated. Members and employees have a responsibility to each other and to the organization to maintain an environment in which problems are addressed immediately, and they are therefore protected from retaliation for making such reports. The association endorses and utilizes internal controls and operating procedures intended to detect and prevent improper activities.

Document Retention

It is also the policy of the DBAAR not to hide, destroy, alter or falsify documents to prevent their use in litigation or other official proceedings. Toward that end, the DBAAR will have and regularly review a document retention policy. Officers, members, and employees of the association are expected to adhere to this policy.

Ownership Disclosure and Conflict of Interest Policy

The DBAAR, through its Ownership Disclosure and Conflict of Interest Policy, has asked the Board of Directors to disclose any real, perceived, or potential conflicts of interest that relate to board duties or deliberations, and to recuse him/herself when the Board makes decisions affected by the conflict. Refusal to abide by the organization's conflict of interest policy may result in removal from office. Employees may not engage in any activity, paid or unpaid, that conflicts, or gives the appearance of conflicting with their obligations to the DBAAR.

The provisions of this policy statement do not negate or minimize the effect or import of the National Association of REALTORS®' Code of Ethics, or the DBAAR Employee Handbook. Individual complaints about the professional conduct of members or of employees will be handled according to those governing documents.

Acting in Good Faith

Anyone filing a complaint must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of federal, state, and local laws and/or regulations, including business ethics policies. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Complaints and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of complaints to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Prohibition Against Retaliation

The DBAAR will not retaliate against employees, directors, and officers who in good faith, have filed a complaint against some practice of the DBAAR on the basis of a reasonable belief that the practice is in violation of federal, state, and local laws and/or regulations, including business ethics policies.

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.

Signature

Date