

American Legion Auxiliary
Unit
Department of Texas
"Whistleblower" Protection Policy

It will be responsibility of The American Legion Auxiliary Unit, Department of Texas to provide to its membership a means to address a concern of any paid employee of the Unit suspected in the violation of any and all written policies of the Unit. The member and/or employee will be afforded the opportunity to express a concern without fear of reprisal or retribution of any kind whatsoever.

Any member and/or employee paid or volunteer may direct suspicions of policy/procedure violation in writing to the President, 1st Vice President or member of the Executive Committee. Said suspicions must be direct and detailed so far as the violation or action of concern. Said suspicions will be presented in writing with the signature of member expressing the suspicion.

The Unit Officer receiving the concern will be provided the authority to investigate the allegation and bring to a conclusion. She will be authorized to take to the Department of Texas level if deemed necessary to achieve conclusion.

The Unit Officer receiving the concern will advise the "whistleblower" when the investigation is completed without disclosing any action taken.

Once concluded, documents received by said Unit Officer including but not limited to written notice/notes will be destroyed by person(s) in possession of said documents; except in the case of suspected criminal activity; in which case documentation will be provided for prosecution if necessary and maintained according to the record retention schedule.

All parties involved or having knowledge of the investigation of alleged violation of policy/procedures will strictly adhere to the confidentiality for all persons involved. If prosecution deemed appropriate, whistleblower may be required to law to attend a deposition and be deposed or subpoenaed to appear in open court and testify to the extent of their knowledge of alleged activity.