

THE AMERICAN LEGION

DEPARTMENT OF IDAHO

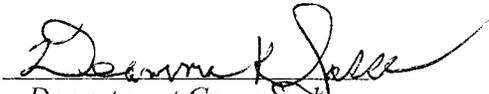


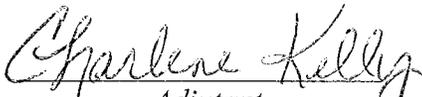
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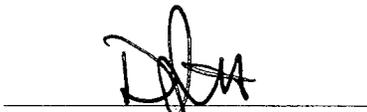
DISCLOSURE “WHISTLEBLOWER” POLICY

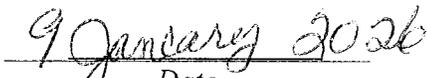
The Mission of The American Legion, Department of Idaho is to provide service to veterans, their families, and their communities.

Approve by:


Department Commander


Adjutant


Judge Advocate


Date

Department Headquarters
Idaho American Legion
901 W. Warren Street
Boise, ID 83706-3825

Telephone: (208) 342-7061

Web: <http://www.idaholeon.org/boise>

"The American Legion, Still Serving America"

1. The purpose of a disclosure policy is to provide a mechanism for reporting illegal activities, unethical conduct, and the misuse of The American Legion Department of Idaho's assets, while protecting the employee/member who makes such reports from retaliation.
2. A whistleblower is someone who exposes information or activity that is deemed illegal, unethical, or otherwise harmful within an organization. This information is disclosed to an appropriate authority.
3. The nature of most service personnel is to protect one another when they notice questionable behavior. We'll address the issue with the member but won't report the behavior to the authorities.
4. The Idaho Department of the American Legion has an open-door policy and recommends that all Post, District, and Department officers, members, and employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. It is the responsibility of all Post, District, and Department Officers, members, and employees to comply with this policy and to report violations or suspected violations of the Department's Code of Conduct and Ethics, as well as any fraudulent or dishonest use or misuse of The American Legion's Resources or property.
5. If a member is suspected of violating the Code of Conduct and Ethics or of fraudulent or dishonest use or misuse of The American Legion's resources or property, then a report would be made to the Post, District, or Department leadership. If a volunteer is suspected, then the report would be made to the person supporting the volunteer's work.
6. If, for any reason, a person finds it difficult to report their concerns to their leadership or to a member supporting the volunteer's work, the person may report their concerns directly to the Department's Internal Affairs Committee. Alternatively, to facilitate reporting of suspected violations while remaining anonymous, a written statement may be submitted to one of the individuals listed above.
7. All members in leadership positions are required to report suspected violations to the Internal Affairs Committee Chair, with the advice of the Judge Advocate, who has the specific and exclusive responsibility for investigating all reported violations.
8. The Internal Affairs Committee is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at its discretion, shall advise the Department Executive Committee. The Internal Affairs Committee Chair has direct access to the Department Executive Committee. The

Committee is required to report to this committee at least annually on compliance with this Department policy.

9. Violations or suspected violations may be submitted confidentially by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
10. The American Legion Department of Idaho will treat all communications under this policy confidentially, except as necessary 1) to conduct a complete and fair investigation or 2) for review of Idaho American Legion operations by Idaho American Legion's Internal Affairs Committee, its audit committee, Idaho American Legion's independent public accountants, and Idaho American Legion's legal counsel.
The American Legion Department of Idaho will not permit any adverse action against any member, employee, volunteer, or individual for making a good-faith report of a possible violation of its Code of Conduct and 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.
11. 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.
12. This Disclosure "Whistleblower" Policy is intended to encourage and enable all Post, District, or Department officers, members, and employees to raise serious concerns within the organization before seeking resolution outside of the organization.