



SCMA Participant Protection Policy

1. Purpose and Scope

Sun City Musical Arts is dedicated to providing a safe experience for everyone involved as participants, staff, volunteers, and supporters. In order to achieve this, SCMA requires all those involved to act ethically, honestly, and comply with all applicable laws and regulations at all times.

SCMA aims to create and maintain an open and transparent environment where any person involved with the organization feels comfortable to be able to raise any concerns, complaints, and issues. At the same time, we understand the need to provide a means for confidential and anonymous submissions. Inquiries *do not* need to include name and/or contact information.

The purpose of this Participant Protection Policy is to establish policies and procedures for:

- Submitting concerns from participants, staff, volunteers, and supporters on a confidential and, if needed, anonymous basis regarding anything against the policies of the organization, including but not limited to:
 - Unsafe practices or activities which unnecessarily endanger health or safety;
 - Bullying or harassment;
 - Staff and participant conduct;
 - Legal or regulatory violations;
 - Conflicts of interest;
 - Acceptance, provision, or solicitation of bribes or kickbacks;
 - Questionable business ethics;
 - Questionable accounting or auditing matters;
 - Other actions which potentially compromise the integrity of SCMA

- The receipt, retention and treatment of concerns raised; and
- The protection of individuals raising concerns, and their families, from retaliatory actions.

2. Reporting Responsibility

- Every participant, staff, and volunteer of SCMA and its affiliates has an obligation to report issues as listed above.
- Reports shall be made to the President of the Executive Committee who will consult with the rest of the committee members on the incident.
- To ensure a confidential forum for reporting concerns, complaints, and issues, SCMA has established a mechanism on its website located at suncitymusicalarts.org/participant-protection to enable anyone to send an anonymous message directly to the President of the Executive Committee of the Board.
- While a report may be submitted anonymously, the reporting person should understand that anonymity might impede SCMA'S ability to conduct a complete investigation. If inquiries would like a prompt response, they may include their contact information or email info@suncitymusicalarts.org directly.
- Should the President of the Executive Committee of the Board be potentially involved in the reported issue, such issue shall be reported to member(s) of the Board.

3. Investigation

- On a case-by-case basis, the Executive Committee shall determine appropriate action. Such action may include the appointing of a committee of board members to conduct an investigation, report the findings to the remaining Board of Directors, and recommend appropriate corrective action.
- The Board shall appoint a Compliance Officer on an ad hoc basis to coordinate investigative and procedural activities.

4. Retaliation

- SCMA will not retaliate, and prohibits retaliation by its participants, staff, volunteers, and representatives against anyone who makes a

report in good faith under this Participant Protection Policy.

5. Responsibilities

- If a person is determined to have committed an ethical or policy violation, immediate and appropriate action will be taken, up to and including termination of employment, dismissal, and referral to appropriate law enforcement authorities, as needed.
- Failure of a director, officer, employee, or volunteer to report an ethics violation; supervisory inaction; or retaliation against anyone who has reported a possible or actual violation of this policy may be cause for action up to and including termination of employment or dismissal from SCMA.
- Maliciously or knowingly reporting false allegations of ethical violations, policy violations, or misconduct may also be cause for action up to and including termination of employment or dismissal from SCMA.