

Whistleblower Policy

HUGE Theater requires board members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the HUGE Theater, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all board members and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

HUGE Theater has an anonymous feedback form available publicly on the [website](#). Any member of the community, staff, or the board may enter a complaint via this form.

In addition, HUGE Theater has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. If an employee has a reasonable belief that an employee of HUGE Theater has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to any member of the Board of Directors with whom they feel comfortable.

However, if you are not comfortable speaking with a member of the board, or you are not satisfied with that person's response, you are encouraged to report suspected ethics violations to the HUGE Theater's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following HUGE Theater's open door policy, individuals should contact HUGE Theater's Compliance Officer directly.

Compliance Officer

The HUGE Theater's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Director and/or the board. The Compliance Officer has direct access to the board of directors and is required to report to the board at least annually on compliance activity. The HUGE Theater's Compliance Officer is Jack Reuler.

Acting in Good Faith

Anyone filing a 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. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality and Handling of Reported Violations

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, HUGE Theater will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The person who is notified, whether it is a member of the board or the Compliance Officer, will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer:

Jack Rueler, Artistic Director Mixed Blood Theatre
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