



POLICY: WHISTLEBLOWER PROTECTION

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Primary Contributor: Andrew Montgomery



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Preface

It is incumbent upon Directors, Officers and Committee Members of Peninsula High School Volunteer Parents Organization (Organization) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Article I – Purpose

This Whistleblower Policy is intended to encourage and enable Members of the Organization to raise serious concerns internally so that the Organization can address and correct inappropriate conduct and actions. It is the responsibility of all Directors, Officers, Committee Members and Members to report concerns about violations of the Organization’s code of ethics or suspected violations of law or regulations that govern the Organization’s operations.

Article II – Retaliation

It is contrary to the values of the Organization for anyone to retaliate against any Directors, Officers, Committee Members or Members who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Organization. An Member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

Article III – Procedure

The Organization practices an open-door policy and suggests that Members share their questions, concerns, suggestions or complaints with the Board of Directors. Directors, Officers and Committee Members are required to report complaints or concerns about suspected ethical and legal violations in writing to the Organization’s President, or Vice President if the President is suspected in the concern.

Article IV – 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 and may result in termination of membership if deemed appropriate by the Board of Directors or a committee appointed by the Board whose purpose is to determine the validity of the complaint.

Article V – Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Article VI – Acknowledgement

Upon receipt of a complaint, the President or the Vice President if the President is suspected in the concern, shall promptly acknowledge receipt of the complaint in a communication directly to the person who submitted the complaint. All report will be promptly investigated and corrective actions, should they be warranted, administered promptly. The results of the investigation and any actions taken, if applicable, are to be communicated to the person who submitted the complaint.