



# Four County School Boards Association

## WHISTLEBLOWER POLICY

**Policy Statement:** The Four County School Boards Association is committed to operating the Association in an honest and ethical manner, and in compliance with government regulations. All employees and members of the Board of Directors (the Board) are expected to share this commitment.

**Prohibited Conduct:** Employees and the Board must refrain from any illegal, fraudulent, or dishonest business activity. Examples of conduct that is prohibited include, but are not limited to, unethical conducts, violations of government regulations, preparing fraudulent accounting records or financial reports, and billing for services not performed or goods not delivered.

**Reporting Policy Violations:** An employee or director must report any conduct that the employee or director believes violates this policy by notifying the Board President and /or Executive Director immediately. If the employee or director believes that the Board President or Executive Director's conduct is illegal, fraudulent or dishonest, the employee or director must report the conduct to another member of the Board of Directors.

**Investigation of Complaint:** Four County takes all complaints of potential wrongdoing seriously. All complaints are investigated promptly, thoroughly, and in an impartial manner. An investigation generally involves taking the statements of the parties involved as well as those of any witnesses. All employees and directors are required to cooperate in an investigation. The results of the investigation and the plan of corrective action shall be reported to the Board of Directors.

**Confidentiality:** An employee or director's confidentiality will be protected to the greatest extent possible, consistent with conducting a full investigation. However, the Association cannot guarantee complete confidentiality.

**Retaliation:** Four County will not retaliate, intimidate, coerce, threaten discriminate, or otherwise take any adverse action against an employee or director who files a legitimate complaint or who participates in an investigation. Likewise, the Association prohibits an employee or director from retaliating against a whistleblower for filing a complaint and/or participating in an investigation. If an employee or director believes that he/she has been retaliated against for filing a complaint or assisting in an investigation, the employee or director should notify the Board President and the Executive Director immediately. If the employee or director believes that the retaliation is being carried out or sanctioned by the Board President and Executive Director, then the employee or director should report it immediately to another member of the board. (Please note – these protections are not afforded to the employee or board member involved in the wrong doing.)

**Policy Violations:** Any employee or director who violates this policy or who retaliates against a whistleblower will be subject to disciplinary action, up to and including termination.

**Adopted: November 28, 2017**