

CHATHAM EDUCATION FOUNDATION
Whistle Blower Policy
FINAL Approved 10/11/11

PURPOSE

The Chatham Education Foundation encourages its Trustees and employees to maintain high ethical standards. This whistleblower policy is meant to provide a confidential and effective means for reporting suspected violations of the law. It further serves to protect individuals who report suspected violations from retaliation in any form.

POLICY

General Policy

All employees and Trustees of The Chatham Education Foundation will be protected from any disadvantage caused by raising legitimate concerns and shall report suspected illegal activities within an organization.

Confidentiality

An individual may report a suspected violation anonymously or on a confidential basis, keeping in mind that in the course of the investigation it may become necessary that the source of the complaint be identified.

Retaliation

No individual who reports a suspected violation in good faith, whether or not the allegations turn out to be correct, shall be subject to any form of retaliation, including harassment, demotion, or firing, by the Chatham Education Foundation, its Trustees or its employees. Anyone who retaliates against a complainant shall be subject to disciplinary action.

The Chatham Education Foundation will not retaliate against employees or Trustees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of The Chatham Education Foundation that the employee or Trustee reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to law, or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Malicious Allegations

An individual is not required to prove the truth of an allegation, but it is required to act in good faith. Any individual who does not act in good faith in reporting a suspected violation may be subjected to disciplinary action.

PROCEDURE

Open Door Policy

If an employee or Trustee reasonably believes that some policy, practice or activity of The Chatham Education Foundation is in violation of the law, or a clear mandate or public policy, the employee/Trustee should share their questions, concerns, suggestions, or complaints with someone who may be able to address them properly. If the concerns are not addressed, the individual should make a formal complaint as outlined below.

Reporting Violations

If an individual reasonably believes that some practice of The Chatham Education Foundation, or another board of directors or a board committee, an employee of The Chatham Education Foundation, or another individual or entity with whom the Chatham Education Foundation has a business relationship is in violation of the law, the individual must file a written complaint with the Board President. If the circumstances of the complaint require a separate reviewer, then the complaint should be forwarded to the Past President for review.

Handling Reported Violations

The recipient of the complaint, i.e., the Board President or Past President, will contact the complainant within 10 business days and acknowledge the reported violation was received. The complainant will be notified about what actions will be taken. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.

Any complainant who reasonably believes they have been retaliated against in violation of this whistle blower policy shall follow the same procedures as they did when they filed the original complaint.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with the opportunity to ask questions about the policy.

Employee/Trustee Signature

Date