

Poway Unified School District Foundation
POLICY AND PROCEDURE

Whistleblower Policy & Procedure

Policy

The objective of the Poway Unified School District Foundation (PUSDF) Whistleblower Policy is to protect its directors, volunteers, other representatives, and employees from retaliation, harassment, or adverse employment consequences related to complaints of organizational wrongdoing.

Procedure

All directors, volunteers, other representatives (including consultants), and employees of the PUSDF will receive annual notification of the policy and procedure and will be asked to acknowledge that notification annually.

PUSDF encourages directors, volunteers, other representatives, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization should practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Detailed are the procedures for reporting violations and handling of complaints once received.

Reporting Responsibility

Each director, volunteer, other representative, and employee of PUSDF has an obligation to report in accordance with this Whistleblower Policy within 90 days of discovering the violation.

No Retaliation

This Whistleblower Policy is intended to encourage and enable directors, volunteers, other representatives, and employees to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no director, volunteer, representative, or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences related to whistleblower complaints. Moreover, a director, volunteer, representative, or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including removal from office, dismissal from the volunteer position, or termination of employment.

Reporting Concerns

Any representative who has concerns should share those concerns with someone who can address them properly. In most cases, the Foundation Executive Director is in the best position to address a concern. However, if the representative is not comfortable speaking with the Executive Director about the concern, the representative is encouraged to speak with the Board President or any member of the Board of Directors whom they are comfortable in approaching. The Executive Director and Board Members are required to report suspected concerns to the Board President.

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For suspected fraud, or when employees are not satisfied or are uncomfortable with following the open door policy, employees should contact the Board President directly.

Handling of Reported Violations

All reports will be investigated by the Executive Director and the Board President as well as others they deem appropriate. If warranted by the investigation, appropriate corrective action will be recommended to the Board of Directors. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

The Board of Directors has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information reported indicates a violation of the law, or constitutes an inappropriate accounting or financial practice. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offence and may result in discipline, up to and including removal of office, dismissal from the volunteer position, or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports on concerns, and investigations pertaining thereto, shall be kept confidential to the extent practical, consistent with the need to conduct an adequate investigation.

Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including removal from office, dismissal from the volunteer position, or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Statement of Understanding

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

Name: _____

Signed: _____

Date: _____