

THE ROOSEVELT HIGH SCHOOL FOUNDATION WHISTLEBLOWER POLICY

I. Purposes

The Roosevelt High School Foundation (hereinafter “TRHSF”) requires all Board Members, employees, independent contractors, consultants, volunteers, and members of committees, as well as any other persons associated with TRHSF (hereinafter collectively referred to as “persons associated with TRHSF”), to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. All person associated with TRHSF must practice honesty and integrity in fulfilling responsibilities and complying with all applicable laws, regulations, and TRHSF policies.

II. Reporting Responsibility

This Whistleblower Policy is intended to actively encourage and enable all persons associated with TRHSF to raise serious concerns internally so that TRHSF can address and correct alleged inappropriate conduct or actions. It is the responsibility of all persons associated with TRHSF to report concerns about suspected violations of TRHSF’s Code of Ethics, or suspected violations of laws, regulations, or TRHSF policies.

III. No Retaliation

It is completely contrary to the values of TRHSF for anyone to retaliate against any person associated with TRHSF who in good faith reports about suspected violations of TRHSF’s Code of Ethics or suspected violations of laws, regulations, or TRHSF policies. Any person associated with TRHSF who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment and/or service.

IV. Reporting Procedure

1. TRHSF has an open door policy and encourages persons associated with TRHSF to share their questions, concerns, suggestions, issues, or complaints (hereinafter collectively referred to as “complaints”) with the Executive Committee or Board.
2. TRHSF also encourages that complaints be put in writing, including a date (day, month, year) and any ideas for resolution or remediation.
3. TRHSF further encourages that persons associated with TRHSF share their complaints first with the Executive Committee.
4. If a person associated with TRHSF is not comfortable communicating with TRHSF’s Executive Committee, or the person believes the Executive Committee is the source of the complaint, or if the person is not satisfied with the Executive Committee’s response, individuals may submit their complaint directly to TRHSF’s President of the Board.

5. If a person associated with TRHSF is not comfortable communicating with TRHSF's President of the Board, or the person believes the President is the source of the concern, or if the person is not satisfied with the President's response, individuals may submit their complaints directly to any Board Member serving on TRHSF's Executive Committee.

V. Confidentiality

Complaints will be kept confidential to the greatest extent possible and consistent with the need to conduct an adequate investigation.

VI. Handling of Reported Complaints

TRHSF's Executive Committee will notify the person who submits a complaint and acknowledge receipt of the reported complaint. All complaints will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation as quickly as possible.

VII. Accounting and Auditing Matters

TRHSF's Executive Committee and/or the President of the Board of Directors and/or the full Executive Committee shall immediately notify the Finance Committee of any complaints regarding accounting practices, internal controls, or auditing, and work with the Finance Committee until the matter is resolved.

VIII. Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of applicable laws, regulations, and/or TRHSF policies. 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.

IX. Amendments to this Policy

This Whistleblower Policy may be amended, but only by a vote after due deliberation by the Board at a meeting held with proper notice, including notice this Policy is to be discussed.

Policy approved by The Roosevelt High School Foundation on:

_____.
[date]

Signature: _____

Name: _____

Title: _____