

## Appendix G – Whistleblower Policy



### Whistleblower Policy

#### Whistleblower Policy for Board Members, College Members and Committee Members

##### General

The Organization's Code of Ethics and Conduct ("Code") require directors, officers, representatives, contractors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

##### Reporting Responsibility

It is the responsibility of all directors, officers, representatives, contractors and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

##### No Retaliation

No director, officer, representative, contractor or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse consequence. Any director, officer, representative, contractor or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination from the organization. This Whistleblower Policy is intended to encourage and enable director, officer, representative, contractor or employee and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

##### Reporting Violations

The Organization has an open door policy and suggests that director, officer, representative, contractor or employee share their questions, concerns, suggestions or complaints with someone who can address them properly. You are encouraged to speak with the Organization's Member-At-Large representative, who has specific and exclusive responsibility to investigate all reported violations.

##### Member-At-Large

The Organization's Member-At-Large representative is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall advise the board president and/or the BOD.

##### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. 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.

##### Confidentiality

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

**Handling of Reported Violations**

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Certification**

I have read the I.S.Q.C.C.B.E.'s Whistleblower policy presented above. I agree to abide by the requirements of the policy and inform the Member-At-Large immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the I.S.Q.C.C.B.E.

Signature (Legal Name)

Printed (Legal Name) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_