

Math and Science Academy

Adopted: September 15, 2011

Revised: November 21, 2016

401.1 Whistleblower Policy

I. Purpose

The Math and Science Academy (MSA) requires the Director, board members, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. We practice honesty and integrity in fulfilling their responsibilities to comply with all applicable laws and regulations.

II. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that MSA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of MSA's Code of Ethics or suspected violations of laws or regulations that govern MSA's operations.

III. No Retaliation

It is contrary to the values of MSA for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MSA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to, and including, termination of employment.

IV. Reporting Procedure

MSA has an open door policy and encourages board members, volunteers and employees to share their questions, concerns, suggestions or complaints with the director. If you are not comfortable speaking with the director or you are not satisfied with the director's response, you are encouraged to speak with either the Chair of the Board or any board member. The Board Chair and board members will generally report complaints or concerns about suspected ethical and legal violations in writing to MSA's director since the director has the responsibility to investigate all reported complaints. However, the board retains the right to exercise discretion in who will investigate the allegations. This may be assigned to outside legal counsel or any other party the board chooses.

V. Director

MSA's Director, working with the Chair of the Board, is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Director will advise the Board of Directors all complaints and their resolution at each board meeting.

VI. Accounting and Auditing Matters

The Director shall immediately notify the Finance Committee of any concerns or complaint regarding accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

VII. Acting in Good Faith

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

VIII. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or 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.

IX. Handling of Reported Violations

The Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.