

Mecklenburg Citizens for Public Education

Whistleblower Protection Policy

Definition: A whistleblower is an employee who reports an activity, which appears to be a serious violation of policies of the organization or of federal, state, or local law. This individual is not responsible for investigating the activity.

Examples of violations that may be reported and thus the whistleblower would be protected from retaliation include:

- Illegal acts: theft, fraud, bribery, and kickbacks
- Misappropriation of resources, such as funds, supplies, or other assets
- Forgery or alteration of documents
- Fraudulent financial reporting
- Authorizing or receiving compensation for goods not received, services not performed, or hours not worked

If an employee has knowledge of or concern regarding an activity that appears to be a serious violation, the employee should report the activity to the immediate supervisor or member of senior leadership. If the serious violation being reported involved senior leadership, the employee should report the activity to the Chair of the Board of Directors.

To conduct a thorough investigation, the identity of the whistleblower may have to be disclosed. However, no employee who in good faith reports a violation will be retaliated against. This includes, but is not limited to, protection from adverse employment actions such as termination, compensation decreases, poor work assignments, or threats of physical harm.

Anyone attempting retaliation is subject to disciplinary actions, including termination. A whistleblower must contact the senior leadership, or the Chair of the Board of Directors if senior leadership is attempting retaliation, immediately regarding any concerns of retaliation.

The right of the whistleblower to protection from retaliation does not include immunity for any personal wrongdoing that is alleged, and investigated, and substantiated.

Employees must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, including termination.

I hereby certify that I have read and agree to abide by the *Whistleblower Protection Policy* of Mecklenburg Citizens for Public Education.

Signature: _____

Date: _____