

# IPA Policy Manual

## Chapter 5 – Association Operations

### 5.3 Whistleblower Policy

#### General

The Illinois Principals Association requires directors, officers 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, must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

#### Reporting Responsibility

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

#### No Retaliation

No director, officer or employee who in good faith reports a violation of this policy shall suffer harassment, retaliation or adverse employment consequence. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

#### Reporting Violations

Employees should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his/her supervisor or the employee is not satisfied with the supervisor's response, the employee is encouraged to speak with anyone in management whom the employee is comfortable in approaching. Supervisors and managers are required to report suspected violations of the Association policies and procedures to the Executive Director, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when the employee is not satisfied or uncomfortable in following this procedure, the employee should contact a member of the Association's Executive Committee.

### Executive Board's Authority

The Executive Director or Executive Committee member shall immediately notify the Executive Board of any complaint under this policy, and the Executive Board retains the ultimate authority to address allegations reported under this policy.

### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the policy must be acting in good faith and have reasonable grounds for believing the information disclosed. 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. Individuals who report a violation or suspected violation may request a written verification that their complaint has been filed. 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.

Adopted: January 18, 2007